

Colorado Employment Verification Law

Under Colorado law HB 06S-1017, employers are required, within twenty (20) days of hiring a new employee, to affirm that they have: (a) examined the legal work status of the employee; (b) retained file copies of the identification documents required to complete the Form I-9; (c) not altered or falsified the employee's identification documents; and (d) not knowingly hired an unauthorized alien. Failure to submit documentation when requested or submitting false documents may result in a fine of \$5,000 for the first offense and up to \$25,000 for any additional offenses.

Form I-9

All U.S. employers must ensure the proper completion of Form I-9 for each individual they hire for employment in the United States. Citizenship and Immigration Services (USCIS) has released a new revision to the Form I-9 for employment eligibility verification. This revised form must be put into use no later than September 18, 2017. Employers are required to have a completed I-9 form on file for every employee.

Form I-9 Changes

Form I-9 has been revised in two areas, changes to instructions and changes to the List of Acceptable Documents. The changes are as follows:

Revisions to the Form I-9 instructions

- Changed the name of the Office of Special Counsel for Immigration-Related Unfair Employment Practices to its new name, Immigrant and Employee Rights Section.
- Removed "the end of" from the phrase "the first day of employment."

Revisions related to the List of Acceptable Documents on Form I-9

- Added the Consular Report of Birth Abroad (Form FS-240) to List C. Employers completing Form I-9 on a computer will be able to select Form FS-240 from the drop-down menus available in List C of Section 2 and Section 3. E-Verify users will also be able to select Form FS-240 when creating a case for an employee who has presented this document for Form I-9.
- Combined all the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350 and Form FS-240) into selection C#2 in List C.
- Renumbered all List C documents except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C will change from List C #8 to List C #7.

What This Means for Counties

New hires after September 18, 2017 must have the latest version of Form I-9 completed as part of their employment paperwork. The latest version of the form can be downloaded from https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf. Please check that you are using the most up-to-date version. For more information, contact Senior Human Resource Specialist, Dana Mumey at (303) 861 0507. 