



Mineral



Question of the Week

MAY 31, 2023

Question

If an employee changes their name, do we need to complete a new Form I-9?

ANSWER

Except for certain government contractors or some situations involving the use of fraudulent documents, employers **do not** need to update or complete a new Form I-9 when an employee changes their legal name or address. That said, the U.S. Citizen and Immigration Services (USCIS) recommends keeping correct information on Forms I-9 and taking steps to ensure a name change is legitimate.

To update the employee's original Form I-9, enter their new legal name in Box A of Section 3, and then sign, date, and print your name on the final line.

This Q&A does not constitute legal advice and does not address state or local law.