

To: Scout Executives
From: Ray Morrell
Director of Talent Management

Date: April 1, 2009

RE: UPDATED FORM I-9 ISSUED BY THE GOVERNMENT

The government has issued a revised Form I-9 that is **required for every new employee hired on or after April 3, 2009.** You should throw away the old forms.

Please note the following changes to the Form I-9 process:

1. All documentation presented must be unexpired. (Example: An expired U.S. Passport is no longer acceptable.)
2. Five documents have been removed from List A of the List of Acceptable Documents:
 - Certificate of U.S. Citizenship (Form N-560 or N-561)
 - Certificate of Naturalization (Form N-550 or N-570)
 - Alien Registration Receipt Card (I-151)
 - Unexpired Reentry Permit (Form I-327)
 - Unexpired Refugee Travel Document (Form I-571)
3. One document was added to List A of the List of Acceptable Documents:
 - Unexpired Employment Authorization Document (I-766)
4. All Employment Authorization Documents with photographs have been consolidated as one item on List A:
 - I-688, I-688A, I-688B, I-766
5. Instructions regarding Section 1 of the Form I-9 now indicate that the employee is not obliged to provide his or her Social Security number in Section 1 of the Form I-9, unless he or she is employed by an employer who participates in E-Verify.

For your convenience I have attached a list of frequently asked questions and answers regarding the new form.

If you have any questions regarding completion of the new Form I-9 please feel free to call the Employment/Retention Team at the National Council at 972-580-2122.