**Rehiring a former employee**

When rehiring an employee who has previously completed a Form I-9, reverify on the employee’s original Form I-9 (or on a new Form I-9 if Section 3 of the original has already been used) if:

* Rehiring the employee within 3 years of the initial date of hire; and
* The employee’s previous grant of work authorization has expired but he or she is currently eligible to work on a different basis or under a new grant of work authorization than when the original Form I-9 was completed.

To reverify, must:

* Record the employer date of rehire;
* Record the document title, number, and expiration date, if any, of any document(s) presented;
* Sign and date Section 3; and
* Write the employee’s name in Section 1, if reverifying on a new form.

If rehiring an employee who has previously completed a Form I-9, the employer may update the original Form I-9 or a new Form I-9 if:

* The employee is rehired within 3 years of the initial date of hire; and
* The employee is still eligible to work on the same basis as when the original Form I-9 was completed.

To update, the employer must:

* Record the date of rehire;
* Sign and date Section 3; and
* Write the employee’s name in Section 1, if reverifying on a new form.

Employers always have the option of completing Sections 1 and 2 of a new Form I-9 instead of completing Section 3, but should always retain earlier versions of the Form I-9 that are still in the employer’s possession.