

Form I-9 Remote Flexibility Ending on July 31, 2023

In March 2020 when COVID-19 changed the way employers conducted their business and hired new employees, the Department of Homeland Security (DHS) implemented the **COVID-19 Temporary Flexibilities Program** for Form I-9. This program has been extended numerous times over the last three years. By allowing this flexibility when onboarding new hires, employers were allowed to view the new employee's identity and employment authorization documents electronically, by fax, or video link instead of the previously required physical inspection.

With these flexibilities terminating the end of July, employers will be required to return to in-person inspection and must also go back and **physically review** the documents of any employees that were not physically reviewed at the time of hire, no later than August 30, 2023. The links below will route you to the USCIS website for Q&A and examples of how to update the Form I-9 once physical inspection of the employee documents have been completed.

<https://www.uscis.gov/i-9-central/form-i-9-examples-related-to-temporary-covid-19-policies>

<https://www.uscis.gov/i-9-central/form-i-9-related-news/questions-and-answers-related-to-covid-19>

<https://www.uscis.gov/i-9-central/form-i-9-related-news/temporary-policies-related-to-covid-19>

Questco recommends taking action now to meet the August 30 physical review deadline. This includes the following:

- Set up an action plan for physical inspections of documents with processes and workflows to ensure compliance.
- Start using temporary authorized company representatives for any new remote employees. See further information regarding this option below.
- N3 Notary is a 3rd party network option with over 3,000 notaries across 50 states. Pricing starts at \$75 per I-9. Questco does not have a formal partnership with this vendor. If interested, clients can partner with this vendor directly by "Scheduling a Call" at <https://n3notary.net/contact-us/>
- See the [Client Resource Center](#) for a Sample Action Plan, Instructions for Updating the I-9, & Authorized Company Representative Definition.

Questco will have additional information to share in the coming days on the procedures to allow temporary authorized company representatives access to the Questco Portal in order to complete Section 2 of the I-9. In the meantime, should you have a need to allow a temporary authorized company representative to access the Questco Portal to complete Section 2 of the I-9 for a remote employee, please contact the Questco Customer Care Team at 1-800-256-7823.



800.256.7823



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