



## Send Employee I-9 Expiration Reminder?

### Question

One of our current employees is a lawful permanent resident and her permanent resident card expires on 2/22/2018 according to the I-9 that she completed when she was hired. My question is whether we, as her employer, can send her a reminder of this upcoming **expiration date**?

### Response

Yes, you can. We are not aware of any law prohibiting the employer from reminding the employee of the upcoming expiration of her employment eligibility documentation and of the need to produce current evidence of work authorization prior to the date of expiration and in fact, it is a good idea to do so. Note that only documents listed as acceptable on the most current version of the Form I-9 can be accepted to verify her employment eligibility (as opposed to the List of Acceptable Documents as may have been in effect at the time of hire – it has changed over the years). You may wish to give the employee in question a copy of the current List of Acceptable Documents along with the reminder notice so that she is aware of what documents the employer can accept. It is available on the last page of the Form I-9 itself which is available online at [USCIS](#) (see also "[Acceptable Documents](#)").

Note that if the employee in question does not produce documentation by 2/22/18 that evidences continued employment eligibility, the employer cannot employ her after that date. Want to learn more? Click [here](#) to listen to our podcast on Acceptable Documentation.