

January 4, 2011

MEMORANDUM # 001-11HR

TO: Agency Administrators

FROM: Bobbie Chappell

VIA: Rip Colvin, Executive Director

SUBJECT: Executive Order 11-02 – Verification of Employment Status (E-Verify)

Governor Rick Scott signed Executive Order 11-02 today directing all agencies under the direction of the Governor to begin using the U.S. Department of Homeland Security's E-Verify system immediately for verification of employee eligibility to work in the United States. The Executive Order is available online at: http://www.flgov.com/wp-content/uploads/2011/01/scott.eo_two.pdf.

While the agencies served by the Justice Administrative Commission (JAC) are not directly under the direction of the Governor, it was strongly suggested all agencies begin using the E-Verify system to determine employee eligibility. To assist the agencies we service with this process, JAC has established a Corporate Account with E-Verify. This Corporate Account will allow agencies we service to access the E-Verify system via a unique login for each user within their offices.

JAC staff will train on the E-Verify system on Wednesday January 5, 2011. After JAC staff complete the required training, we will send a memorandum to all circuits alerting you to the process for enrollment with the Corporate Account.

For additional questions, please notify Bobbie Chappell at 850-488-2415, extension 249 or via email at BobbieC@justiceadmin.org.

Please note my email address has changed to BobbieC@justiceadmin.org

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