

January 5, 2011

MEMORANDUM # 004-11HR

TO: Agency Administrators
FROM: Bobbie Chappell
VIA: Rip Colvin, Executive Director
SUBJECT: E-Verify Enrollment Information

Members of the Justice Administrative Commission (JAC) have attended the E-Verify training offered by the U.S. Department of Homeland Security. Because of this training we are ready to begin adding Program Administrators to the JAC Corporate account.

Program Administrators will be able to perform the following functions:

- Register General Users for each location with hiring capabilities
- Create employment eligibility verification cases
- Generate and review reports for their location

To ensure your agency E-Verify Program Administrator is set-up correctly, you will need to send the following information to me:

- Program Administrator's Name
- Work Location Address
- Email Address
- Work Phone Number
- Number of employees at location

Please remember participation in the E-Verify Program is not mandatory; however, the Governor has suggested that all agencies participate. It is important to note that your participation will not replace the requirement for new employees to complete the I-9 form (Employment Eligibility Verification). The E-Verify Program is an additional precautionary measure to be used to ensure new hires are eligible to work in the United States.

If you need additional information, please email me at BobbieC@justiceadmin.org.

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

Bobbie Chappell, Program Administrator
Human Resources
Justice Administrative Commission
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

Phone: (850) 488-2415 Ext. 249
Fax: (850) 922-9445