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MEMORANDUM #004---13HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Revised I-9 Form

DATE: March 12, 2013

On March 8, 2013, the U.S. Citizenship and Immigration Services (USCIS) issued a new [Employment Eligibility Verification Form I-9](#). You should begin using the new Form I-9 immediately for all new hires. The new I-9 Form can be found on the JAC website under "Compensation and Pay" and "HR Forms".

Although you may continue to use previously valid Forms I-9 (with revision dates of 08/07/09Y and 02/02/09N), you may do so only until May 7, 2013. Thereafter, only the revised form can be used. Please note -- in the cases of reverification or rehires, you must use the new version of the Form I-9.

According to the USCIS, the following reflect the major changes to the I-9:

- Form I-9 is now two pages
- Expanded instructions
- New fields for e-mail address, phone number and foreign passport in Section 1.

If you have any questions, please contact Loraine Cole or Amber Moore at 850.488.2415 or at Loraine.Cole@justiceadmin.org or Amber.Moore@justiceadmin.org, respectively.

Thank you.