



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM 005-19HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: New FRS Certification Form

DATE: February 4, 2019

The Division of Retirement has issued a revised FRS Certification Form for immediate use. According to the Division, "[t]he only change was the addition of a legally required rule reference in the footer."

- Please begin using the form immediately.
- When a prospective employee signs a Certification Form, they are certifying as to the accuracy of their retirement status, including whether they are retired from an FRS employer.
- Your organization may be jointly liable for repayment of funds paid out if you hire a retiree in violation of re-employment after retirement provisions.
- Have each prospective employee sign and date a form before your hiring process is completed and an offer of employment is made.
- Keep the signed form in the employee's personnel file – do not send to the FRS, unless you are asked to do so.
- Forms are available online at <http://www.myfrs.com/pdf/forms/cert.pdf> (and on the JAC public website).
- Each judicial-related office has submitted to JAC names of individuals who are authorized to sign retirement documents. Those individuals may call the Division of Retirement's Contributions Section by phone, toll free, at 877-377-1266 or, in the Tallahassee local calling area, at 850-907-6540). Please be aware that if the caller is not on the authorized signer list, the Division will not release any information.

Thank you.