



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM #10-17HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Retirement Application Documentation Requirements

DATE: March 3, 2017

Attached please find an important update from the Department of Management Services, Division of Retirement, regarding documentation requirements for retirement applications.

Thank you.

Rick Scott, Governor

Chad Poppell, Secretary

DIVISION OF RETIREMENT INFORMATION RELEASE

Release # 2017-195

March 2, 2017

TO: All Non-State FRS Agency Heads and Retirement Coordinators

FROM: Elizabeth Stevens
State Retirement Director

SUBJECT: Changes to Documentation Required for Retirement Applications

Recent changes to Chapter 60S-4.0035(2)-(3), Florida Administrative Code, affect the requirements for supporting documentation for retirement applications.

- **Proof of Age** – Additional documents may be used as proof of age. In addition to the existing list of acceptable documents, members may submit the following:
 - A copy of a valid, unexpired U.S. passport or
 - A copy of a Florida driver's license issued after January 1, 2010, that indicates compliance with the federal REAL ID Act. A Florida driver's license issued in accordance with the federal REAL ID Act will have a gold star on the face of the license next to the State of Florida image, as illustrated below.



For a full list of acceptable forms of birth date verification, refer to form [BVR-1](#) on the Members page of the division's website, www.frs.myflorida.com.

- **Marriage Certificate:** Members who select benefit payment option 3 or 4 and who name their spouse as their beneficiary must now submit with their retirement application a copy of their marriage certificate recorded with the court, state or government entity.

Please provide a copy of this release to all your agency employees responsible for processing retirement applications. For additional information, please contact the Division of Retirement toll free at 844-377-1888, locally at 850-907-6500 or by email at Retirement@dms.myflorida.com.