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MEMORANDUM #23-17HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Revised I-9 Form

DATE: July 18, 2017

Attached please find a Management Advisory from the Department of Management Services regarding a new Form I-9.

Please note that the revised form can also be found on the Justice Administrative Commission's public website under "Forms".

Thank you.



DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF HUMAN RESOURCE MANAGEMENT ADVISORY

STATE PERSONNEL SYSTEM

ADVISORY: HRMA #2017-006

DATE: July 17, 2017

SUBJECT:

U.S. Citizenship and Immigration Services (USCIS) Revised I-9

STATUTES/RULES/REGULATIONS/LAWS:

The Immigration Reform and Control Act of 1985 (IRCA)

FORMS:

I-9, Employment Eligibility Verification

ADDITIONAL REFERENCE MATERIALS:

E-Verify User Manual dated 06/12/2017

Dear Colleagues,

On July 17, 2017, the USCIS released a revised version of the Form I-9, Employment Eligibility Verification. Although agencies will be able to continue to use the previous Form I-9 with the revision date of 11/14/16 N through September 17, 2017, agencies should begin using the new form as soon as possible. On September 18, agencies will be required to use the revised form with the revision date of 07/17/17 N. Agencies are to continue to follow existing storage and retention rules for any previously completed Form I-9. The new Form I-9 is available here: <https://www.uscis.gov/i-9>

Here is a summary of the changes made to the form instructions and acceptable documents.

Revisions to the Form I-9 instructions:

- The name of the Office of Special Counsel for Immigration-Related Unfair Employment Practices is changed to its new name, Immigrant and Employee Rights Section.
- The statement "the end of" has been removed from the phrase "the first day of employment."

Revisions related to the List of Acceptable Documents on Form I-9:

- The Consular Report of Birth Abroad (Form FS-240) was added to List C. Agencies completing the Form I-9 on a computer are able to select Form FS-240 from the drop-down menu available in List C of Section 2 and Section 3. E-Verify users are also able to select Form FS-240 when creating a case for an employee who has presented this document for Form I-9.
- All certifications of report of birth issued by the Department of State (Form FS545, Form DS-1350 and Form FS-240) are combined into selection C #2 in List C.
- All List C documents are renumbered except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C has changed from List C #8 to List C #7.

These changes have been included in the revised Handbook for Employers: Guidance for Completing Form I-9 (M-273). The handbook is available here:

<https://www.uscis.gov/i-9>

A printable version of the handbook is available here:

<https://www.uscis.gov/e-verify/publications/manuals-and-guides/e-verify-user-manual>

If you have any questions, please contact Donna O'Steen at (850)413-9498 or email at donna.osteen@dms.myflorida.com.

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