



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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



COMMISSIONERS

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

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

www.justiceadmin.org

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Kathleen Smith
Public Defender

MEMORANDUM #040-16HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: New I-9 Form

DATE: November 16, 2016

Attached please find a revised Form I-9. The new form must be used after January 21, 2017. Please destroy all old forms.

The form is fillable and will be posted on JAC's website for use.

Thank you.



DIVISION OF HUMAN RESOURCE MANAGEMENT ADVISORY

STATE PERSONNEL SYSTEM

ADVISORY: HRMA 2016-023

DATE: November 15, 2016

SUBJECT:

USCIS Issues New I-9 Employment Eligibility Verification Form

STATUTES/RULES/REGULATIONS/LAWS:

Immigration Reform and Control Act of 1986 (IRCA)

FORMS: N/A

I-9 Employment Eligibility Verification Form

ADDITIONAL REFERENCE MATERIALS: N/A

Dear Colleagues,

On Monday, November 14, 2016, the U.S. Citizenship and Immigration Services (USCIS) department issued the new I-9 Employment Eligibility Verification form. Agencies must transition from the previous edition, which had an expiration date of 03/08/2013, to the new version. The new version includes a number of changes in both wording and formatting, but the most significant change is that the form may now be accessed and filled out electronically before printing the document. Using the new electronic functionality is not required as employers still have the option of printing out the form and completing it entirely by hand. The expiration date on the newly released form is 08/31/2019. Agencies have until January 21, 2017 to transition to the new form. **After January 21, 2017, all previous versions of Form I-9 will be invalid and may no longer be used for new hires.**

The new form is available at:

<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Additional information on the new form is available at:

<https://www.uscis.gov/i-9-central/complete-and-correct-form-i-9>

Question and Answer Guidance:

<https://www.uscis.gov/i-9-central/i-9-central-questions-answers/questions-and-answers>

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

PREPARER'S INITIALS: DLO

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