

July 14, 2011

MEMORANDUM NO: 058-11HR

TO: Agency Administrators
FROM: Bobbie Chappell, Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: **New Tool to Assist With Form I-9 Administration**

A new tool is now available to help you with administering your I-9 form. The U.S. Citizenship and Immigration Services (USCIS) has launched a new website called [I-9 Central](http://www.uscis.gov/I-9central) (<http://www.uscis.gov/I-9central>). This online resource center is dedicated to providing information about the Federal government's I-9 form for employment eligibility verification (which is still required even with the use of E-Verify). The website provides information on employer and employee rights and responsibilities, step-by-step instructions for completing the I-9 form, and a list of the acceptable documents for establishing an employee's identity and employment authorization. In addition, the I-9 Central website also includes a discussion of common mistakes when completing the form, guidance on how to correct errors, and answers to frequently asked questions.

Please contact Andy Snuggs at SnuggsA@justiceadmin.org if you have any questions.

Thank you.

Andy Snuggs, Senior Human Resources Coordinator

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