

If this is not something your circuit would like JAC to do, you do not need to send the I-9 with your new hire paperwork. This is a service we are offering and not a requirement.

**August 29, 2011**

**MEMORANDUM #72-11HR**

**TO:** Agency Administrators  
**FROM:** Bobbie Chappell, Director of Human Resources  
**VIA:** Rip Colvin, Executive Director  
**RE:** Department of Homeland Security - E-Verify

The Justice Administrative Commission (JAC) has begun checking all new hires via the Department of Homeland Security's E-Verify system to ensure eligibility for employment. In order to complete the E-Verify process, we will need you to submit the completed [I-9](#) form with each new hire package submitted for payroll processing.

When JAC receives the confirmation from the Department of Homeland Security's E-Verify system, we will send you a copy of the verification electronically.

If you have any questions regarding the E-Verify system please contact Amber Moore at [MooreA@justiceadmin.org](mailto:MooreA@justiceadmin.org) or 850-488-2415 extension 252.