

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
February 25, 2009

HUMAN RESOURCES MEMORANDUM 04-09

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Employment Eligibility Verification - Form I-9

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As was described in Human Resources Memorandum 8-87, subsequently revised in Civil Service Bulletin 8.18A, and referenced in Human Resources Memorandum 8-06, it is necessary to complete a Form I-9, Employment Eligibility Verification with every new hire and every reemployment.

The purpose of this memorandum is to alert agency Human Resource personnel that the Form I-9 has been revised. The current version of the form (revised June 5, 2007; the revision date can be found in the **lower left hand corner** of the form) is valid until April 3, 2009. The new form, to be used ON and AFTER April 3, 2009, has a revision date of February 2, 2009 and is available on the United States Citizenship and Immigration Services website (www.uscis.gov).

Instructions on completing the form as well as Questions and Answers are also available on that website.

S / Alicia Kellogg

Alicia Kellogg, Director
Bureau of Human Resources