

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources**

April 15, 2020

HUMAN RESOURCES MEMORANDUM 2-20

TO: Agency Human Resources Personnel

SUBJECT: Employment Eligibility Verification - Form I-9

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The purpose of this memorandum is to alert agency Human Resources personnel that the Form I-9 revised October 21, 2019 must be used, and the prior version of the Form I-9 dated July 17, 2017 will be obsolete effective April 30, 2020.

The October 21, 2019 version of the form is available on the United States Citizenship and Immigration Services website (www.uscis.gov). Note the version date can be found in the **lower left-hand corner** of the form. Instructions for completing the form as well as Questions and Answers are also available on that website.

A link to the website/form can be found on the Bureau of Human Resources website, on the "Forms" page (under "State HR Professionals").

s/ Breena D. Bissell

Breena D. Bissell, Director
Bureau of Human Resources