

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
February 7, 2017

HUMAN RESOURCES MEMORANDUM 4-17

TO: Agency Human Resource/EEO Representatives

SUBJECT: Employment Eligibility Verification - Form I-9

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The purpose of this memorandum is to alert agency Human Resource personnel that the Form I-9 has been revised. The new version of the form, revised November 14, 2016 (the revision date can be found in the **lower left hand corner** of the form), is valid until August 31, 2019. This new form, to be used as of January 22, 2017, 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.

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

s/ Joyce A. Oreskovich

Joyce A. Oreskovich, Director
Bureau of Human Resources