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State of Louisiana  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-026

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR *(RND)*  
Human Resources Director

**SUBJECT:** Electronic Submission for E-Verify Documentation

**DATE:** September 12, 2012

As outlined in HR Memos 2011-025 and 2011-025(A), hiring managers are required to submit the following documentation for purposes of the E-Verify process to the Human Resources Division as soon as an applicant has signed/accepted a Conditional Offer of Employment:

- Completed I-9 form;
- Supporting I-9 documents (such as driver's license and social security card);
- Copy of completed drug screen (Kroll) form; and
- Completed Notification of Drug Testing Period form.

In lieu of faxing such documentation, the Information Services Division has facilitated a new electronic submission process using the multi-function copy/scanner/printers (MFP's) at each work site.

By following the steps in the attached document, based on the type of copier/scanner at the work site, the hiring manager can now submit the required documentation (as listed above) by scanning it directly to the Human Resources Division.

**Effective immediately, all hiring managers must utilize this electronic submission process for E-Verify purposes**, which will greatly enhance the quality/readability of the documentation received by the Human Resources Division.

Should you need technical assistance relative to this process, please contact the Information Services' Help Desk at (225) 342-0770. For questions regarding the necessary forms and/or how to complete them, please contact the Human Resources Division at (225) 342-0880.

Supervisors, please make this information available to your employees who have responsibility for hiring and/or new hire paperwork.

RND:la  
Attachment

c: Personnel Liaisons

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