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DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2013-011

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: New I-9 Form

DATE: March 13, 2013

USCIS has released a new I-9 form with a revision date of 03/08/13. To ensure compliance with federal regulations, the Human Resources Division will begin using the new I-9 form immediately. **Hiring authorities are hereby advised that older versions of the I-9 form will no longer be accepted.**

Please note that the new form is two pages long. The new hire should fill out Section 1 on the first page, while the hiring manager should fill out Section 2 on the second page. Thank you for your patience during this transition. If you have any questions, please do not hesitate to contact Alex Pace at (225) 342-0880 or apace@crt.la.gov.

RND:ap
c: Personnel Liaisons
Attachment

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