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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](mailto:apace@crt.la.gov).

RND:ap  
c: Personnel Liaisons  
Attachment

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