



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

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**MEMORANDUM HR14-2023**

To: Agency Administrators  
From: Andy Snuggs, Director of Human Resources  
Subject: New Form I-9 Available Now  
Date: August 1, 2023

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Form I-9 has been revised as of today, August 1<sup>st</sup>. (See attached). It's now only one page long. Other improvements include clearer instructions and providing guidance on acceptable receipts and the auto-extension of some documents found on the Lists of Acceptable Documents.

In addition, employers may remotely examine employee's Form I-9 documents provided they are enrolled in E-Verify. We can begin using the new edition starting today or we can continue using the 2019 version of the form through October 31, 2023. Beginning November 1, 2023, only the new Form I-9 date "08/01/2023" may be used. I have placed the revised Form I-9 on the N: Drive in the E-Verify folder under I-9.

For additional information, we have included an article from the Society of Human Resources Management (SHRM) that you may find helpful.

If you have questions, we recommend contacting the E-Verify at 888-464-4218.

Thank you.

2 Attachments