

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 73 (R)

February 12, 1992

TO: All Departments, Boards, Agencies and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: AMENDED IRCA EMPLOYER REGULATIONS I-9 FORM

1. PURPOSE.

The purpose of this memorandum is to amend the previous original memorandum and the recent amendment requiring the City to verify employees' eligibility to work in the United States. The employee needs to meet the Immigration and Naturalization Service regulations either before starting work or shortly after being employed.

2. AMENDMENTS.

- A. The previous policy amendment issued on November 8, 1991, noted that the I-9 Form had not been amended. However, the Immigration and naturalization Service (INS) Handbook for Employers now shows an amended form.
- B. Attached is a photocopy of the amended form. The INS has given permission that this form may be photocopied. Please note to copy the front and the back of the form.
- C. Every time that this form is given to a newly-hired employee, the instruction page, attached to this policy memorandum, also must be provided to that employee. This instruction page does not have to accompany the original I-9 Form for filing into the Civil Service Department's personnel record. This instruction page can be reused for each employee who needs to complete an I-9 Form.
- D. A complete copy of the Handbook for Employers will be sent to chartered department and agency heads via a separate package. Other interested parties may write to the U.S. Department of Justice, INS, Room T-8011, 701 Loyola Avenue, New Orleans, Louisiana, 70113 or telephone (504) 589-6572 to get copies.

3. OTHER NOTICES TO EMPLOYERS.

- A. Also attached to this policy memorandum is a photocopy of the Notice to Employers. The salient point of this notice is to inform the employer

of two (2) new employment authorization documents that the INS will be issuing to aliens.

- B. This attached notice can be copied on an as-needed basis. It is important that all departmental/agency personnel who verify the I-9 Form be familiar with the new authorization documents and the other attachment citing what the employer should know about the IRCA.

4. PRIOR PROCEDURES.

- A. The I-9 Form in use prior to this amendment form still may be used until the departmental/agency's supply is exhausted. When the supply is depleted, then please photocopy the Form I-9 (rev. 11-21-91) N.
- B. All other provisions not explicitly denoted as being amended remain in effect, and will be enforced by the designated federal agencies.

5. INQUIRIES.

Any questions concerning this amended policy memorandum should be addressed to the Chief Administrative Office, Personnel Management and General Services Division, at 565-6513, 565-6550, or 565-6511.

LDS/JMR/pp

Enclosures: I-9 Form
Instruction Sheet
Notice to Employers
What Employers Should Know