




STATE OF FLORIDA
AGENCY FOR WORKFORCE INNOVATION

Date of Issue October 16, 2006
Office of Issue AWI – 06-18
Reference – Federal Regulations

AWI Communiqué

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop Program Support 

SUBJECT: The Release of the Updated AWI 516 INS – I-9 Certificate

PURPOSE:

The purpose of this Communiqué is to provide an updated AWI 516 INS Form to the Regional Workforce Boards and to inform the Boards of the availability of the electronic storage method.

REFERENCES:

Link to the Code of Federal Regulations (52 FR 43053) provided below

BACKGROUND:

The Immigration Reform and Control Act made all U.S. employers responsible to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. To implement the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens.

One-Stop centers in the State of Florida are not required to provide the I-9 Service to employers. For those One-Stop centers that do, the I-9s and certificates may be filed in the traditional paper method, or as referenced in the linked change to the code of federal regulations (8 CFR 274a.2(e)) addressing the newly available electronic method.

ACTION REQUIRED:

Please distribute the attached AWI 516 INS Form to the appropriate staff members, as well as the linked information from the Code of Federal Regulations describing the proper procedures for processing both paper and electronic I-9 Forms.

AUTHORITY: AWI

LINKS:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div6&view=text&node=8:1.0.1.2.54.1&idno=8>

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at