



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

**TO:** AAA Directors **NOTICE#:** **111811-1-I-SWCBS**

**FROM:** **Charles T. Corley**  
Secretary

**DATE:** **November 18, 2011**

**SUBJECT:** **Notice of Instruction: E-Verify**

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The purpose of this notice is to provide guidance about the Office of the Governor Executive Order pertaining to verification of employment status. Specifically, this notice is intended to address compliance with Sections 1 – 4 of Executive Order Number 11-116.

Current contract language references compliance with Executive Order No.11-02, signed January 2011. This order required employment eligibility verification for all persons employed during the term of a contract.

As a result of Executive Order Number 11-116, signed May 2011, (Superseding Executive Order No.11-02), the following language will be amended into Department/AAA contracts and passed through to sub-contracts:

“To comply with Presidential Executive Order 12989 and State of Florida Executive Order Number 11-116, Contractor agrees to utilize the U.S. Department of Homeland Security's E-verify system to verify the employment of all new employees hired by Contractor during the contract term. Contractor shall include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-verify system to verify employment of all new employees hired by the subcontractor during the contract term. Contractors meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.”

Please implement immediate use of the E-Verify system and return the signed certification form to your contract manager as soon as possible. (The revised certification form is attached.) Should you have questions, please contact your contract manager. We greatly appreciate your attention to this matter.

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