

Required Forms for New Employees to Complete

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| Form | Submit to |
| [Certificate of Completion](http://www.ct.gov/opm/lib/opm/admin/orientation/forms/trainingorientationcompletioncertification_rev_dec14.pdf) – New Employee Orientation Training Program | Human Resources / Supervisor |
| [Certificate of Completion](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/internetcert.pdf) – Internet Access Training | Information Technology Unit – 3rd floor |
| [Certificate of Completion](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/mobiledevicetrainingcompletionform.pdf) – Security for Mobile Computing and Storage Devices | Information Technology Unit – 3rd floor |
| [Certificate of Completion](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/ethics.pdf) – Ethics Training | Human Resources / Supervisor |
| [Non-Disclosure and Standard of Conduct Form](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/02_2018_nondisclosureformopmemployees.pdf) | Human Resources / Supervisor |
| [State of CT Policy on Records Retention – Acknowledgement of Receipt](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/Records_Retention_Policy.pdf) | Human Resources / Supervisor |
| [Employment Eligibility Verification Form (I-9)](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1) |  |
| [Emergency Contact and Name & Address Change Form](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/emergencycontactnameaddresschangeform07232015.pdf) | Human Resources / Supervisor |
| [Disability, Reporting of](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/disabilityreporting2016.pdf) | Human Resources – 2nd Floor |
| [Electronic Card Key Access](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/Standard__Access_Request_Form__Revised__02-08-17.pdf) | Human Resources / Supervisor |
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| [Parking Permit Application](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/parking_application_2014.pdf) | Human Resources / Supervisor |
| [Special Needs](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/specialneedsform_rev._may2018.pdf) (if applicable) | Human Resources – 2nd Floor |
| [Flex Time Request form (if applicable)](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/flextimerevnov2014.pdf) | Human Resources / Supervisor |
| [Photo ID Request Form](https://www.ct.gov/opm/lib/opm/admin/orientation/forms/pic_id_req_form_rev2014.pdf) | Human Resources / Supervisor |
| [Form CO-931 – Designation of Retirement Plan Election Form](http://www.osc.ct.gov/rbsd/forms/pdfs/CO-931%20Rev%209-2017.pdf) | Human Resources / Supervisor |
| [Form CO-999 – Designation of Retirement Plan Beneficiary Form](http://www.osc.ct.gov/rbsd/forms/pdfs/CO-999%20rev%209-17.pdf) | Human Resources / Supervisor |
| [Form CO-991 – Retirement Credit Purchase Request for Miscellaneous Services](http://www.osc.ct.gov/rbsd/forms/pdfs/CO-991%20Rev%208-2015.pdf) | Human Resources / Supervisor |
| [Form W-4 (if applicable)](https://www.irs.gov/pub/irs-pdf/fw4.pdf) | Human Resources / Supervisor |
| [Form CT W-4 (if applicable)](http://www.ct.gov/drs/lib/drs/forms/1-2018/wth/ct-w4_1217.pdf) | Human Resources / Supervisor |
| [Direct Deposit Authorization and Input (if applicable)](http://www.core-ct.state.ct.us/hr/payroll/pdf/co-1040.pdf) | Human Resources / Supervisor |
| [Health Enhancement Program Enrollment (if applicable)](http://www.osc.ct.gov/agencies/forms/word/CO-1314%20Health%20Enhancement%20Program%20Form%209.15.2015.doc) | Human Resources / Supervisor |
| [Retiree Health Fund Enrollment (new hires only)](http://www.osc.ct.gov/agencies/forms/pdf/CO-1300B%2010-17.pdf) | Human Resources / Supervisor |