



**Forms Contained Within the Orientation**  
**Submit All Completed Forms to Human Resources - 2nd Floor**

[Employment Eligibility Verification Form \(I-9\)](#) expires 05/31/2027

[OPM | Emergency Notification / Name Address Change Form](#)

[Reporting of Physical Disability](#) (required to complete)

[Evacuation Special Needs](#) (if applicable)

[Picture Identification, Electronic Access Card-Key & Parking Hang-Tag Request Form](#)

[Certificate of Completion - Internet Access Training](#)

[Certificate of Completion – Security for Mobile Computing and Storage Devices](#)

[Certificate of Completion – Ethics Training](#)

[Certificate of Completion – Understanding Domestic Violence & Resources Available Training](#)

[Records Retention and Disposition Policy – Acknowledgement of Receipt](#) Form RC-001, rev. 12/2013

[Form W-4 - Employee's Withholding Certificate \(Federal\)](#) eff. 1/2026 (Complete if you are new to state service or transferring from another state agency and want to make changes)

[Form CT W-4 - Employee's Withholding Certificate](#) eff. 1/2026 (Complete if you are new to state service or transferring from another state agency and want to make changes)

[Direct Deposit Authorization and Input Form](#) CO-1040, permalink (Complete if you are new to state service or transferring from another state agency and want to make changes)

[Designation of Retirement Plan Election](#) Form CO-931, permalink

[Designation of Retirement Plan Beneficiary Form for Active/Inactive Members](#) Form CO-999, permalink (Complete if new to state service or transferring from another state agency and want to make changes)

[Application for Purchase of Retirement Service Credit](#) Form CO-800, permalink (Complete if you are new to state service)

[DAS Parking Application Guidelines](#)

[OPM Orientation Program - Certificate of Completion](#)

[Non-Disclosure and Standard of Conduct Form](#) rev. 01/28/2026

[OPM Employee Flextime Work Schedule Request Form](#) (if applicable) rev. 11/07/2014

[Health Enhancement Program Opt-Out](#) Form CO-1316, permalink (Complete if applicable AND you are new to state service)