



OFFICE OF THE
DIRECTOR-GENERAL

REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY

POST OFFICE BOX 9019

63 CAREY STREET, MONROVIA, LIBERIA



ANNOUNCEMENT

February 19, 2014

This is to inform all **Political Appointees** that the Civil Service Agency is conducting its final **Payroll Verification and Biometric Enrollment Exercise** for all Political Appointees who are currently on payroll and receiving salaries but have not been verified and biometrically enrolled. This final Payroll Verification and Biometric Enrollment Exercise is currently on-going and will end on Friday, February 28, 2014. This exercise is being carried out at the CSA Biometric Identification Center on McDonald Street, opposite the Crown Hill Cinema, from 9:00am to 4:00pm daily, Monday thru Friday.

Please note that this is your last and final chance to be verified, biometrically enrolled and confirmed as a genuine employee of Government. Failure to comply will leave the CSA with no other alternative but to assume that you are a "ghost" and have you deleted from the payroll immediately after the aforementioned deadline.

REQUIREMENTS

You are strongly advised to bring along with you the following:

- a. Any one of the following Identity Documents:
 - i. Working ID Card
 - ii. Voter's Registration Card
 - iii. Passport
 - iv. Driver's License
 - v. Birth Certificate
- b. Check Stub (if applicable)
- c. Three (3) Passport size photos
- d. Professional / Technical Certificates (if applicable)
- e. Three Reference Letters (2-Professional & 1-Personal)
- f. Marriage Certificate (if applicable)
- g. Any other supporting documents (Academic, Professional, etc.)

Signed: George Werner
George Werner
Director-General