**RE: Security and Immigration Compliance – Purchase of Services $2,499.99 or More**

Dear Sir or Madam:

Effective July 1, 2013, DHS, among other public employers in Georgia, is required to ensure that its Contractors comply with the provisions of Title 13, Chapter 10, Article 3 titled Security and Immigration Compliance. See Senate Bill 160 at http://www.legis.ga.gov/Legislation/en-US/display/20132014/SB/160.

Accordingly, DHS is required to obtain the notarized sworn affidavit herein provided for purchases of services through Purchase Orders (POs), Purchasing Cards (PCards) and Statewide Contracts which

to my attention at the address on the letterhead. The Subcontractor and Sub-subcontractor Affidavits to be used by you as the Contractor, if applicable, can also be found at <http://www.audits.ga.gov/NALGAD/section_3_affidavits.html>. Do not return the Subcontractor and Sub-subcontractor Affidavits to me.

If you are an individual or Contractor claiming an exemption from the requirements of Title 13, Chapter 10, Article 3, please indicate below and return this letter to my attention.

In the event you, as a Contractor have more than one (1) contract with a State Entity, you must complete a Contractor Affidavit for each contract.

Please return the required documents immediately to permit DHS to report compliance in a timely manner. Questions concerning compliance with or exemption from Title 13, Chapter 10, Article 3 must be directed to your legal advisor. We appreciate your prompt consideration of this matter.

Please visit the Immigration Services website at **USCIS.gov** to create your account and receive your system generated E-Verify Number (4 to 7 digits, no letters). This website also provides contact information and additional reporting requirements.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Claim of Exemption**

**\_\_\_\_ Option 1:**

As an individual (non-entity) Contractor who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia, who is in good standing, and who has contracted with DHS to render such licensed services, I am exempt from providing the affidavit required by Title 13, Chapter 10, Article 3.

**\_\_\_\_ Option 2:**

As a Contractor who has zero (0) employees and has no intent to hire employees, in lieu of the affidavit required by O.C.G.A. 13-10-91(b), I am submitting a copy of my state issued driver’s license or identification card. The driver’s license or identification card is issued by a state that verifies lawful immigration status prior to issuance.

\_\_\_\_ Attach a copy of Driver’s License or Identification Card for Option 2.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual’s Printed Name Individual’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Printed Name Individual’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed