



CHEROKEE COUNTY BOARD OF COMMISSIONERS

Procurement Department
1130 Bluffs Parkway * Canton, GA 30114
678-493-6000 * Fax: 678-493-6035

E Verify Instructions & Affidavits

Pursuant to O.C.G.A. § 13-10-91, local governments and authorities are required to collect proof of compliance with the State's Immigration Reform Act when a supplier provides physical performance of services or labor that is expected to exceed twenty five hundred dollars (\$2,500). The County uses the attached Affidavits as proof of a supplier's compliance. The correct Affidavit must be completed and submitted to the Procurement Department prior to the services being performed. If a supplier fails to provide the Affidavits, the County may not be liable for services rendered.

Most suppliers will need to complete the Contract Affidavit (page 2) which verifies that a supplier is registered with and participates in a federal work authorization program. The County accepts the E Verify System as an approved federal work authorization program (<https://www.uscis.gov/e-verify>) for its suppliers. There are specific instances when compliance with the E Verify System is not required:

- 1) The supplier is an INDIVIDUAL that is licensed under Title 26, Title 43 or the State Bar of Georgia. In this case, the supplier will provide a print out from the Georgia Secretary of State showing that the supplier is currently licensed and in good standing.
- 2) The supplier has zero (0) employees. In this case, the Private Employer Exemption Affidavit (page 3) should be filled out and submitted with a copy of a valid driver's license from a Compliant State.

FAQs:

- **What is E Verify?**
E Verify is a free, web-based federal service that allows employers to verify the eligibility of their new employees to work in the United States. It compares information from an employee's Form I-9 to data and records from the US Department of Homeland Security and the Social Security Administration.
- **When is E Verify required?**
Proof of compliance is required each time a supplier provides a service or labor for the County that exceeds \$2,500.
- **How do I register for E Verify?**
Visit <https://www.uscis.gov/e-verify> and follow the instructions to enroll
- **What does my federal user identification number (E Verify number) look like?**
The federal user identification number needed for the Affidavit is a 4 to 6 digit number (no letters, no special characters) and is assigned after registering online; the number can be found on the first page of the Memorandum of Understanding once the enrollment process is complete. The number is NOT the company's federal employer identification (FEID) number or the company's user ID for the E-Verify program.
- **I am already a registered vendor with the County and/or I already provided a Contractor Affidavit to the County - Why do I need to submit another affidavit?**
The County is required to collect a Contractor Affidavit each time a vendor/supplier provides a service or performs labor in excess of \$2500 (i.e. an Affidavit is required per "project" performed by the supplier).

Please submit all E Verify documentation to:

Email: kdbosch@cherokeega.com

Fax: 678-493-6035

Mail: 1130 Bluffs Pkwy, Canton, GA 30114

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Cherokee County has registered with, is authorized to sue and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor agrees that it will continue to use the federal work authorization program throughout the contract period and should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this Agreement with Cherokee County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 using the Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Cherokee County within five (5) business days of receipt.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification
Number

Date of Authorization

Name of Contractor

Cherokee County Board of Commissioners
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the _____ day of _____, 20_____
in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

Subscribed and sworn before me on this _____ day of _____, 20____.

Notary Public

[NOTARY SEAL]

My Commission Expires _____

Exempt; licensed under Title 26, Title 43 or by State Bar of Georgia

PRIVATE EMPLOYER EXEMPTION AFFIDAVIT
O.C.G.A § 13-10-91

STATE OF GEORGIA
COUNTY OF _____

By executing this Affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employees zero (0) employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by O.C.G.A. § 13-10-90.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Exempt Private Employer

Date

Printed Name of Exempt Private Employer

Subscribed and sworn before me on this the ____ day of _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

A COPY OF A VALID DRIVER'S LICENSE IS REQUIRED TO BE SUBMITTED WITH THIS FORM

THIS PART TO BE FILLED OUT BY THE COUNTY:

DL Info:
State: _____ Exp Date: _____

Verified by:

CC Procurement Office

Date