



Nathan Deal, Governor

Keith Horton, Commissioner

Georgia Department of Human Services • Office of Procurement & Contracts
Two Peachtree Street, NW • Suite 27-257 • Atlanta, GA 30303 • 404-656-6270

April 7, 2014

First Name Last Name
Address Line 1
Address Line 2

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 sworn affidavit herein provided for purchases of services which exceed \$2,499.99. The Contractor’s representative must complete the information in the spaces provided on the form titled “Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)” and sign on behalf of the Contractor in the presence of a notary public. Return the Contractor Affidavit to my attention by e-mail at kyberry@dhr.state.ga.us or fax to 770-359-4701. 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.

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.

Respectfully,

{DHS Contact Person}

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.

 Copy of Driver’s License or Identification Card is Attached for Option 2.

Individual's Printed Name

Individual's Signature

Date Signed