

Frequently Asked Questions for Lawful Presence Verification

1. Why do I have to complete the Affidavit for Lawful Presence Verification?

Effective January 1, 2012, the Illegal Immigration Reform and Enforcement Act of 2011 requires that applicants for a license, registration, or renewal provide proof of lawful presence in the United States before receiving any public benefit. The law further defines the issuance of a license or registration as a public benefit. Therefore, in compliance with the law, Bright from the Start requires that you submit a completed and notarized Affidavit and a copy of a secure and verifiable document **or** affirm that these documents were previously submitted. **You cannot pay your license fee or receive your new license each year until the Affidavit or Affirmation has been completed, whichever is applicable.**

2. How do I know if I should complete the Affidavit or the Affirmation form?

We send you an Affidavit form, pre-printed with your facility information, by e-mail on November 1st of each year if you are not a U.S. citizen. Otherwise, you should go to DECAL KOALA at www.decalkoala.com and click on Pay License Fee to complete the Affirmation. If your Affirmation indicates you are a different person than last year and have not previously completed an Affidavit for Verification of Lawful Presence, a pre-printed Affidavit will automatically be sent to you. Contact ccsaffidavit@decga.gov for assistance with the Affidavit and decalkoala@decga.gov for assistance with DECAL KOALA and the online Affirmation process.

3. Am I required to submit an Affidavit for Lawful Presence Verification or Affirmation every year?

You are required to submit a new Affidavit only if the applicant is not a U.S. citizen or is a different person than last year's applicant and has not ever completed an Affidavit for Bright from the Start. Otherwise, you must complete an Affirmation each year unless you are an individual owner who is a U.S. Citizen and has previously completed an Affidavit for Lawful Presence Verification to Bright from the Start.

4. What qualifies as a "secure and verifiable document"?

Only the documents approved by the Office of the Attorney General of Georgia are acceptable for processing. The most common copies of "secure and verifiable documents" are:

- U.S. issued passport or passport card
- U.S. military ID
- U.S. issued driver's license

A complete list of acceptable documents can be found at

<http://decga.gov/documents/attachments/SecureAndVerifiableDocumentList.pdf>

5. Am I required to send an original document of one of the "secure and verifiable documents" on the Attorney General's list?

No, you should not send an original document. A photocopy of the document (front and back, if there is anything on the back of the document) is acceptable.

6. Where do I send the Affidavit for Verification of Lawful Presence and the secure and verifiable document?

The notarized Affidavit **and** copies of the front and back of the secure and verifiable document may be faxed to 404-463-7262 **or** scanned and e-mailed to ccsaffidavit@decga.gov. **Fax and e-mail are preferred and will allow the shortest processing time.** If necessary, you may mail them to:

Bright from the Start
Georgia Department of Early Care and Learning
Attention: CCS Affidavits
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334

Please return only the one page Affidavit form and the copy of the front and back of your secure and verifiable document and not the FAQs or the list of acceptable documents.

7. What should I do if the owner listed on the Affidavit form is incorrect?

The owner information printed on the Affidavit is the information we have on file for this facility. If this information is incorrect, please contact your licensing consultant immediately.

8. Can the Verification of Lawful Presence form be notarized by a notary outside of Georgia?

Yes. The notary will list the appropriate state in the space provided.

9. Can the Verification of Lawful Presence form be submitted with the notary's stamp or seal or is one or the other required?

Either the stamp or the seal may be used to notarize the Affidavit form. A form without a stamp or a seal will be returned.

10. I already sent these forms to another department or division. Do I have to submit them again?

Yes, the law requires the department to obtain the forms for each benefit that will be issued.