

BRIGHT FROM THE START
GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING

SUPPORT CENTER APPLICATION

Please read instructions before completing this application.

Note: All fields are required.

TO BE COMPLETED BY SUPPORT CENTER:

1. SUPPORT CENTER NAME: _____

2. STREET ADDRESS: _____

CITY: _____ STATE: GA ZIP CODE: _____

COUNTY: _____ WEBSITE: _____

3. MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

4. ADMINISTRATOR NAME: _____
First name *Last name*

5. CONTACT INFORMATION FOR ADMINISTRATOR:

WORK PHONE: _____ CELL PHONE: _____

FAX NUMBER: _____ PRIMARY E-MAIL: _____

6. SUPPORT CENTER OWNER: _____
Enter name of corporation or LLC, if applicable

7. **This signature indicates that as the Support Center Administrator, I confirm that this business meets the definition for a Support Center below and that I have verified the above information is correct.**

SIGNATURE DATE

NAME – PLEASE PRINT

Definition for a Support Center- "'Support center' means any business entity registered with the department that makes available potential employees for family child care learning homes or child care learning centers and that receives no children for care. Such term shall include but not be limited to a temporary staffing agency, a university, or an independent contractor." O.C.G.A. Section 20-1A-2(12)

INSTRUCTIONS FOR COMPLETING SUPPORT CENTER APPLICATION (Page 1)

Please use a blue or black ball point pen, press firmly, and PRINT legibly. Please fully complete all sections of the application.

1. Print the full name of the Support Center.
2. Print the complete physical address of the Support Center.
3. Print the complete mailing address of the Support Center, if different than the physical address. If the mailing address is the same as the physical address you may print "Same as above".
4. Print the name of the Support Center administrator.
5. Provide all phone numbers and include area codes. Provide a primary e-mail address, ensuring that it is clearly legible and includes all punctuation.
6. Print the name of the Support Center owner. (Note: This would be the corporation or LLC name, if applicable.)
7. The Support Center administrator must sign his/her name as it would appear on a bank check or business letter. Print date signed and print program administrator's name.

INSTRUCTIONS FOR COMPLETING- Affidavit for Lawful Presence Verification (Page 3)

Please use a blue or black ball point pen, press firmly, and PRINT legibly. Please fully complete all sections of the affidavit.

Note: Government owned and operated programs are not required to submit an Affidavit for Lawful Presence Verification or submit a copy of an identification document.

1. Print the full name of the Support Center owner.
2. Print the name of the Support Center administrator.
3. Of the three options, check the one that represents you as the Support Center administrator.
4. If #2 or #3 is selected, you must also include your alien registration number on the affidavit.
5. ALL AFFIDAVITS MUST BE NOTARIZED.
 - Read the consent statement.
 - In front of a Notary Public, sign your name as it would appear on a bank check or business letter.
 - Print applicant's name.
 - Print full mailing address.
 - Print contact number, including area code.
 - Print primary e-mail address, including all required punctuation.
 - Notary will complete the date and insert their signature where noted and commission expiration date.

Submit the completed, signed application (page 1) and, if applicable, the completed, notarized* affidavit (page 3), secure and verifiable document(s)] to SupportCenter@dec.al.ga.gov (preferred for quicker processing) or via mail to:

***The person that signs as the Administrator cannot also notarize the document. See O.C.G.A. §45-17-8(c).**

**Bright from the Start
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE 670 East Tower
Attn: Support Center Applications
Atlanta, Georgia 30334**

O.C.G.A. § 50-36-1(e)(2) Affidavit for Lawful Presence Verification

PLEASE PRINT ALL INFORMATION

Support Center Owner Corp./LLC name, if applicable
Support Center Business Name
Street Address
City, State, Zip

By completing this affidavit under oath, as an applicant for the registration listed below, as referenced in O.C.G.A. Sec. 50-36-1, I,

[Printed name of person]

verify one of the following with respect to my application for a public benefit from Bright from the Start: Georgia Department of Early Care and Learning, as referenced in O.C.G.A. Sec. 50-36-1:

Check one of the following:

- 1) I am a United States citizen 18 years of age or older. Submit a legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.
2) I am a legal permanent resident of the United States, 18 years of age or older. Submit a legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.
3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, with an alien registration number issued by the Department of Homeland Security or other federal immigration agency. Submit a legible front and back copy of secure and verifiable document from the list below that includes your alien registration number.

Required if #2 or #3 is checked:

My alien registration number issued by the Department of Homeland Security or other federal immigration agency is:

I also verify I have provided at least one secure and verifiable document, as required by O.C.G.A. Sec. 50-36-1(e)(1), with this affidavit. The secure and verifiable document I have provided with this affidavit is:

(Identify the document, such as driver's license, Temporary Resident Card, passport, etc.).

In providing the above information under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Georgia law, O.C.G.A. Sec. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Completed in (city), (state).

Signature of Applicant Printed Name of Applicant

Mailing Address: Street or P.O. Box City State Zip

Contact Phone Number E-mail Address

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF, 20

NOTARY PUBLIC My Commission Expires:

Lawful Presence Frequently Asked Questions

1. Where can I find an Affidavit for Lawful Presence Verification Form?

We have provided the appropriate form to use for your Support Center information on page 3 of this document. If you need assistance, you may contact SupportCenter@decal.ga.gov or call 404-657-5562.

2. Why do I have to complete this requirement?

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. **You cannot receive your registration for a Support Center until these documents are received, verified and added to your record.**

3. 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

An entire list of acceptable documents can be found below.

4. Am I required to send an original document of one of the “secure and verifiable documents” on the Attorney General’s list?

No, a photocopy of the document (front and back, if there is anything on the back of the document) is acceptable.

5. Where do I send the documents required for Verification of Lawful Presence?

The notarized affidavit *and* secure and verifiable document should be submitted with your Support Center application. These documents may be faxed to **404-463-7262** or scanned and e-mailed to SupportCenter@decal.ga.gov or mailed to:

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

Return by fax or e-mail is preferred and will allow the shortest processing time.

Please return only the one page Support Center application, the one page affidavit form and the copy of your secure and verifiable document and not the FAQs or the list of acceptable documents.

6. 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.

7. 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.

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

If you previously submitted verification forms to another department at Bright from the Start, email SupportCenter@decal.ga.gov and let us know the department where you sent the information. If you previously submitted verification forms to a department other than Bright from the Start, yes, you must submit verification forms to us. Georgia law requires Bright from the Start to verify the applicant’s lawful presence in the U.S. before we can issue your registration.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued February 20, 2018, by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]¹
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be accessed at: <https://www.bia.gov/tribal-leaders-directory> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

¹For identification presented to poll workers when voting, a registered Georgia voter may present an expired Georgia driver’s license as proof of identification when voting pursuant to O.C.G.A. § 21-2-417.

- An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law² [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

² Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law.

- When applying for any public benefit with the Department of Driver Services, an applicant may submit either an expired or unexpired document that is listed above as a secure and verifiable document. [O.C.G.A. §§ 50-36-1(g) & 50-36-2(b)(3)]
- When applying for a voter identification card pursuant to O.C.G.A. § 21-2-417.1, an individual may submit the aggregate forms of identification authorized by O.C.G.A. § 21-2-417.1(e).
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]