

LAWFUL PRESENCE VERIFICATION (AFFIDAVIT/AFFIRMATION)

AFFIDAVIT FOR LAWFUL PRESENCE VERIFICATION

1. The chart below will help you identify who is authorized to submit the Affidavit for your program. Find your child care program's type of ownership in the left-hand column. Then look in the right-hand column directly across from that ownership type for the authorized person.

OWNERSHIP TYPE	WHO IS AUTHORIZED TO SUBMIT AFFIDAVIT
Individual owners – a person or a business or organization that is <u>not</u> a corporation or LLC	The <u>individual person</u> in whose name the license or registration was issued, including all family providers. or one individual person who may legally act on behalf of a business or organization that is <u>not</u> a corporation or LLC.
Limited or General Partnerships	<u>One</u> individual person in the partnership
Corporations	<u>One</u> officer of the corporation (<u>not</u> the registered agent unless the registered agent is also an officer of the corporation)
Limited Liability Company (LLC)	<u>One</u> member or <u>one</u> manager, or an organizer if there are no members or managers
Board-sponsored (no corporation or LLC)	<u>One</u> board member

2. The Applicant Services Unit will provide the Affidavit to applicants who are in the licensing process.
3. On November 1st each year, Bright from the Start e-mails an Affidavit pre-printed with the facility's license number, address, and owner name to applicants who are licensed and are required to complete the verification process. Contact ccsaffidavit@decals.ga.gov if you need another form.
4. The authorized person will complete and sign the Affidavit and have the document notarized. Check to make sure all of the information on the Affidavit has been provided and that the notary used either a stamp or a seal.
5. Copy the front and back of one document from the List of Secure and Verifiable Documents. The most common documents are a driver's license, passport, or a military identification card, but other documents are also listed.
6. Write the facility's license number on the copy of the secure and verifiable document for faster processing.
7. Submit the legible Affidavit and legible copies of the front and back of the secure and verifiable document to Bright from the Start:
 - a. Fax to 404-463-7262 or
 - b. Scan and e-mail to ccsaffidavit@decals.ga.gov

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8. Bright from the Start will complete the verification process and e-mail the results to the e-mail address on file for the facility.

AFFIRMATION OF LAWFUL PRESENCE VERIFICATION

1. The following owner types must complete an Affirmation each year following the verification of lawful presence as a U.S. citizen:
 - Corporation
 - Limited Liability Company (LLC)
 - Partnership
 - Board-sponsored
2. Bright from the Start sends an e-mail notification to these licensed child care programs each year on November 1st.
3. The owner who was previously verified as a U.S. citizen or another person completing the process for the owner may complete the Affirmation.
4. There are four options on the Affirmation. Choose the option that best applies to your situation:
 - Choose **#1** if the same person remains the owner representative for the child care program and that person can complete this process;
 - Choose **#2** if the same person remains the owner representative for the child care program and another person will complete the process on behalf of the owner;
 - Choose **#3** if a different person who has already completed verification of lawful presence as a U.S. citizen with Bright from the Start is now the owner representative. Bright from the Start will e-mail the child care program once this has been confirmed.
 - Choose **#4** if a different person who has not previously submitted verification as a U.S. citizen is currently the owner representative. Bright from the Start will send an e-mail to the child care program that includes an Affidavit for Lawful Presence Verification, instructions, and Frequently Asked Questions

Please complete the Affirmation online at www.decalkoala.com. Doing so will allow the shortest processing time.

Questions?

License fee: feepayment@dec.al.ga.gov

Affidavit/affirmation: ccsaffidavit@dec.al.ga.gov

DECAL KOALA: decalkoala@dec.al.ga.gov

Or call 404-657-5562

Quality Rated Child Care - Learn more at www.QualityRated.org