



Georgia Department of Human Services

Nathan Deal, Governor

Robyn A. Crittenden, Commissioner

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

May 2, 2017

Contractor Name: _____

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 epac@dhs.ga.gov or fax to 770.342.4900. The Subcontractor and Sub-subcontractor Affidavits should not be returned. They are to be used by you as the Contractor. If additional copies of the forms are needed, they can be found at http://www.audits.ga.gov/NALGAD/section_3_affidavits.html. Again, do not return the Subcontractor and Sub-subcontractor Affidavits.

If you are an individual or Contractor claiming an exemption from the requirements of Title 13, Chapter 10, Article 3, please indicate below, sign, date and return this letter to my attention with a copy of your driver’s license.

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,
Dmetria Gibson
EPAC Program Manager

Claim of Exemption (check only 1, if applicable)

 Option 1: Applies only to Attorneys, Pharmacists, Certified Public Accountants

As an individual (non-entity) Contractor who is licensed pursuant to the Official Code of Georgia, Annotated (O.C.G.A.) Title 26 (Pharmacists) or Title 43 (Certified Public Accountants) or by the State Bar of Georgia (Attorneys), in good standing, and who has contracted with DHS to render such licensed professional services, I am exempt from providing the affidavit required by O.C.G.A. Title 13, Chapter 10, Article 3.

Option 2: Applies only to Individuals with Zero (0) Employees

As a Contractor who has zero (0) employees and has no intent to hire employees during the project period, 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 (*not needed for Option 1*).

Individual’s Printed Name	Individual’s Signature	Date Signed
---------------------------	------------------------	-------------

Attachments: Contractor, Subcontractor and Sub-Subcontractor Affidavit Forms

Rev 1/2/2015-agb