



DAWSON COUNTY FINANCE DEPARTMENT

December 5, 2014

Dear Vendors,

Dawson County appreciates your business. In order to continue our relationship, we need to obtain E-Verify affidavits from your company to remain in compliance with Federal and State regulations regarding illegal immigration. For ease, the forms have been attached. Below is information provided by the Association of County Commissioners of Georgia explaining the E-Verify program. Once you have fully executed the affidavits, we ask that you return the forms back to the Purchasing Director. Originals are not required; fax or email is appropriate. If you have any questions we ask that you direct all questions to the purchasing department. Thank you again for your interest in working with Dawson County Government.

Davida Simpson, Purchasing Director
Dawson County Government Center
25 Justice Way, Suite 2223
Dawsonville, GA 30534
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phone: 706-344-3501
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What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

E-Verify Contractor Requirements

Georgia law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or services by bid or by contract in which the labor or services exceed \$2,499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless 1) the contractor has no employees (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of

Dena Bosten, CPA
Chief Financial Officer

Accounting

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understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

How Do I Register for E-Verify?

To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.

Do I Need to Submit a SAVE Affidavit?

No. Municipal governments are no longer required to obtain Systematic Alien Verification for Entitlements or SAVE affidavits when obtaining goods and/or services.

Sincerely,

Davida Simpson, Purchasing Director
Dawson County Government