

County Immigration Checklist

The following checklist provides every county immigration compliance requirement under Georgia law. These requirements are **mandatory**. Failure to comply with these requirements may lead to severe penalties such as loss of qualified local government status, fines, jail time and removal from office for elected and appointed officials.

E-Verify Requirements (Current Law Requirements)

- Register for and use E-Verify
- Post County E-Verify Number and Authorization Date on County Website or the Carl Vinson Institute of Government Website (If your county does not have a website)
- Collect E-Verify Affidavits from any Contractor who enters into a contract with the County for the Physical Performance of Services unless the Contractor has no employees (in which case they must present an approved state issued identification card/license)
- Collect E-Verify Affidavits from Private Employers seeking a business license/occupation tax certificate/other document required to operate a business **(For employers with 100 or more employees and beginning on 07/01/2013 and beyond for employers with more than 10 employees)**
- Submit Annual E-Verify Compliance Report to the Department of Audits
- Submit Annual E-Verify Private Employer Compliance Report on Occupation Taxes (Business Licenses) to the Department of Audits

SAVE Requirements (Current Law Requirements)

- Register for and use SAVE
- Renew SAVE registration annually
- Use SAVE Affidavits for anyone 18 or older applying for a Public Benefit with the County
- Require anyone 18 or older applying for a Public Benefit to provide at least one Secure and Verifiable Document
- Submit Annual Public Benefit Report to DCA by January 1st

County Immigration Checklist

Effective July 1, 2013

Click [here](#) to view the new law, SB 160, in its entirety.

E-Verify Requirements

- Register for and use E-Verify
- Post County E-Verify Number and Authorization Date on County Website or the Carl Vinson Institute of Government Website (If your county doesn't have a website)
- Collect E-Verify Affidavits from Contractors who contract with the County for labor or services exceeding \$2499.99 unless 1)the contractor has no employees (in which case they must present an approved state issued identification card/license) or, 2)the contract is with an individual licensed under Title 26, Title 43, or by the State Bar of Georgia who is performing the services *
- Collect E-Verify Affidavit/Exemption Affidavit from Private Employers seeking a business license/occupation tax certificate/other document required to operate a business that has more than 10 employees **for the initial application**
- Collect E-Verify numbers and exemption information from Private Employers **for all subsequent renewals** (The E-Verify # must be the same # as previously submitted)

SAVE Requirements

- Register for and use SAVE
- Renew SAVE registration annually
- Collect SAVE Affidavits for anyone 18 or older applying for a Public Benefit with the County (**U.S. citizens are only required to provide the affidavit once to the county**)
- Require anyone applying for a Public Benefit to provide at least one Secure and Verifiable Document (**U.S. citizens are only required to provide a secure and verifiable document once to the county**)

Reporting Requirements

- Complete and submit combined immigration report annually to the Department of Audits and Accounts on December 31st (**Beginning on December 31, 2013**)
- Reporting period is from December 1st of the previous year through November 30th of the current year
- Specific reporting requirements are provided in O.C.G.A. § 50-36-4

***It is recommended that staff consult with the county attorney on how to interpret this requirement.**