

## Dalton State College E-VERIFY FAQ

### 1) Under what circumstances is an E-Verify affidavit needed?

Effective November 1, 2013 an E-Verify affidavit is required for all DSC transactions when any labor or services (“the physical performance of services”) greater than \$2,499.99 are procured or contracted for. The affidavit must be obtained prior to the service being contracted for or procured, except in the case of emergency repairs or services. A contract can be a formal written agreement, an order form, a purchase order, or a verbal contract for services. The E-Verify affidavit requirement applies to contractors as well as any subcontractors the contractor may use.

### 2) What is the definition of the “physical performance of services”?

The Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91) broadly defines the physical performance of services as any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceeds \$2,499.99. Please see the [\\*list of common purchases](#) that have been classified as services. If you have additional questions about this topic please contact Purchasing Department. (\*Please note that this list is not all inclusive and there may be services that are not on this list.)

### 3) How often do we need to get the affidavits? If the vendor is performing multiple jobs on campus will an affidavit be needed for each job?

An E-Verify affidavit is required for every contract, job, and/or purchase order when labor or services greater than \$2,499.99 are procured.

### 4) Where can I find the E-Verify affidavit form?

A copy of the form can be found [here](#).

### 5) How can a vendor enroll in the E-Verify program? What documents does a vendor need to enroll?

A vendor can enroll in the E-Verify program by going to [this website](#). A list of the documents that are required to register can be found in the Enrollment Checklist, found [here](#).

### 6) Do I need to get the E-Verify affidavit or will the Purchasing Department get it?

**Requisitions:** Procurement will ensure that an affidavit is obtained and on file once a requisition is received and prior to the issuance of a purchase order. However, a department must help expedite this process by obtaining a signed and notarized affidavit from the vendor prior to the creation of the requisition and attaching the affidavit to the requisition once it has been created.

**Emergency Requisitions::** The Campus Unit initiating the emergency request will be responsible for obtaining the signed and notarized affidavit from the vendor and submitting the affidavit via email to [pcordell@daltonstate.edu](mailto:pcordell@daltonstate.edu) no later than three business days after contracting for the services. These emails should contain the following information:

1. Subject Line: Emergency Services from (insert vendor's name)
2. Type of Action: Emergency or Equipment Repair
3. Name of Vendor
4. Vendor Address including street, city, state, zip code
5. Date of service request issued to vendor
6. Vendor's 4-7 digit E-Verify number
7. The total dollar amount of the emergency or equipment repair request
8. Details surrounding the emergency or equipment repair

**7) How do I know if the vendor provided me with the correct E-Verify number?**

The E-Verify number consists of four to six numerical characters. This number is different from a vendor's tax identification number. If a vendor is registered with E-Verify and needs assistance finding their E-Verify number, refer them to the [E-Verify Website](#).

**8) Is the E-Verify number different than the Tax Identification Number?**

Yes, a Tax Identification Number (9 numerical digits in length) is a number assigned by the Internal Revenue Service or Social Security Administration and is used for tax purposes. An E-Verify number (4 to 7 numerical digits in length) is a number assigned by the Department of Homeland Security and is used to verify employee eligibility.

**9) If I get an E-Verify affidavit, where do I send it?**

Please attach the E-Verify affidavit to the requisition.

**If a vendor has no employees, do they need to fill out this affidavit?**

O.C.G.A.13-10-91 allows for contractors to submit a driver's license in lieu of the affidavit if they have no employees. Please note that the driver's license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver's license (Georgia drivers licenses are therefore acceptable). A list of states satisfying this requirement can be found [here](#).

**10) If the contracting party is a registered LLC, but it is a sole ownership, does that vendor need to be registered in E-Verify or will a copy of the vendor's driver's license satisfy the affidavit requirement?**

If the contracting party is the LLC and not the individual, a driver's license will not satisfy the requirement. An E-Verify affidavit will be required in this instance.

**11) If the vendor is a professional that is licensed outside of the state of Georgia are they exempt from the affidavit requirement?**

Professionals not licensed in Georgia are not exempt from the affidavit requirement. A copy of the professional's driver's license or an E-Verify affidavit will need to be submitted.

**12) Does the E-Verify requirement apply to work performed in a foreign country or foreign groups/individuals who do not have any employees that are U.S. citizens?**

No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at the University of Georgia.

**13) When is a subcontractor affidavit needed?**

A subcontractor affidavit will be needed from a contractor if that subcontractor is directly involved in the labor or services \$2500.00 or greater that are to be provided to DSC. For example, if a Hotel will be providing catering services through a third-party contractor under an agreement, a subcontractor affidavit will be needed from the caterer.

**14) What are the changes to the P-Card policy?**

Effective November 1, 2013, the single transaction limit (STL) for all P-Cards will be lowered to \$2,499. Transactions of \$2,500 and above can be purchased via a requisition.

**15) Is an architect considered a professional and exempt from providing an affidavit?**

Yes, provided the services are performed by an architect registered within the State of Georgia. In this case, purchasing would need a copy of the State of Georgia documents to be exempt.

**16) Is printing considered a service requiring vendor submission of an E-verify affidavit?**

Yes, if the total cost of the layout and design work is \$2,500 or greater.