

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 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.