

SAVE Affidavit Frequently Asked Questions

Why do we have to participate in SAVE? Where can I find the law? The Georgia General Assembly passed legislation in 2007 that makes compliance with SAVE a requirement. The law is codified in O.C.G.A. § 50-36-1 and requires, among other things, that state agencies and departments and every political subdivision of the state, including cities, verify the lawful presence in the United States of any applicant for a public benefit and verify that the applicant is legally entitled to receive the benefit for which they applied.

Who should sign the SAVE Affidavit? The applicant that signed the application for the public benefit must be the individual signing the SAVE Affidavit. Applicants should be authorized to sign on behalf of the company.

Do applicants need to sign the SAVE Affidavit for a public benefit? Yes. A SAVE Affidavit must be signed when applying for a public benefit. SAVE Affidavit's are required for all contracts, purchase orders, licenses, etc.

Do applicants need to sign the SAVE Affidavit every time a benefit is renewed (alcohol/occupation taxes)? No. The requirements of this subsection shall not apply to any applicant renewing an application for a public benefit within the same agency or political subdivision if the applicant has previously complied with the requirements of this subsection by submission of a secure and verifiable document, as defined in Code Section 50-36-2, and a signed and sworn affidavit affirming that such applicant is a United States citizen. Those applicants who indicated in the past that they are permanent legal residents will need to continue submitting the SAVE Affidavit which every renewal.

Can I email or fax a copy of the SAVE Affidavit? Yes. The SAVE Affidavit and photo ID copy can be mailed, emailed or faxed. It must be completed in its entirety. Please make sure to include the name of your business somewhere on the form.

What if the applicant who has applied for a public benefit refuses to sign the SAVE Affidavit? If the applicant refuses to sign the SAVE Affidavit the City will not provide the public benefit. The City has signed a contract with the Department of Homeland Security that requires the City to verify eligibility prior to granting a public benefit. This includes business and alcohol licenses.

If the applicant is not a United States citizen, what documentation must they provide so the City can verify the applicant through the SAVE system? The applicant must provide one or more 'secure and verifiable documents' to the City. These documents include an Arrival/Departure Record (Form I-94), Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766) or Foreign Passport and Visa.

What forms of identification are considered "Secure and Verifiable Documents"? United States Passport; United States Uniformed Services Privilege and Identification Card (Military ID's); valid state Driver's Licenses and Identification Cards; Tribal Identification Card, United States Permanent Resident Card or Alien Registration Receipt; Employment Authorization Document (EAD); valid Passport of a Foreign Government, Merchant Mariner Document or Credential issued by the United States Coast Guard (Z-Card); Free and Secure Trade (FAST) Card; NEXUS Card; Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card; Canadian Driver's License; a

Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS); a Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS).

What forms of identification are not considered "Secure and Verifiable Documents"? The following forms of ID are not considered 'secure and verifiable documents': Matricula Consular de Alta Seguridad; Matricula Consular Card; Consular Matriculation Card; Consular Identification Card.

Where can I find the O.C.G.A. § 50-36-1 law online? Please visit this website <http://www.lexisnexis.com/hottopics/gacode/Default.asp> for detailed information regarding O.C.G.A. § 50-36-1.