



Vickie L. Neikirk  
Chief Financial Officer

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# DAWSON COUNTY FINANCE DEPARTMENT

February 6, 2017

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. Please email the contact below to obtain the forms needed. You may also wait until such time that you are chosen to perform services for the County. You will receive the form at that time as well. 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 to the Purchasing Director. Originals are not required; fax or email is appropriate. We ask that you direct all questions, if any, to the Purchasing Department. Thank you again for your interest in working with Dawson County Government.

Melissa Hawk, Purchasing Manager  
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Dawsonville, Georgia 30534  
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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 (to include Purchase Orders) 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 does not have any 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 said service. All companies that 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.



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### **Where Do I Find My E-Verify Number?**

The Human Resources Department for your business should have this information, if you have registered. The E-Verify number, which consists of four (4) to nine (9) numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of 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 at <http://www.dhs.gov/e-verify>. If you need assistance in completing the registration process or need additional information relating to E-Verify, call the DHS customer service number at 1-888-464-4218 or email the DHS at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov).

### **Do I Need to Submit a SAVE Affidavit?**

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

Sincerely,

Melissa Hawk  
Purchasing Manager  
Dawson County Government