



**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828
(478) 218-4800 • FACSIMILE (478) 218-4805

MARK E. BAKER
PURCHASING AGENT

Dear Vendor:

In 2007, the Georgia General Assembly enacted State Law O.C.G.A. §50-36-1, that made it a requirement for the Houston County Board of Commissioners to participate in the **Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-91)** and the **System Alien Verification of Entitlement (SAVE) Program**.

The SAVE Program is a federal initiative designed to aid state agencies and departments and every political subdivision of the state in determining an applicant's immigration status, and thereby ensuring that only entitled applicants receive federal, state or local public benefits and licenses. Applicants are able to show entitlement to public benefits through the submission of a signed and notarized affidavit.

E-Verify is a federal database that can be used to verify a worker's authorization to work in the United States.

The State of Georgia has determined that all persons receiving a contract, business license, occupational tax certificate, alcohol license, taxi permit, pawnbroker's license, billiard room license, precious metals and gems dealer's license, license to conduct a flea market, or insurance company license are receiving a public benefit and therefore their eligibility for public benefits must be verified through the SAVE Program.

Thus, all persons or entitles entering into an agreement with the Houston County Board of Commissioners for a public benefit or the renewing of a public benefit should complete the attached appropriate paperwork. Please return the completed documents to: Houston County Board of Commissioners, Purchasing Department, 2020 Kings Chapel Road, Perry, GA 31069-2828. **Any affidavits submitted that are not signed and notarized will be considered incomplete and will not be processed.**

- 1. Complete the following "SAVE" Documents If:
You or Your Company Provide Products ONLY,
OR
You are a Sole Proprietor with NO Employees and Providing Physical Performance of Services

- (a) Systematic Alien Verification For Entitlements (SAVE) Program Form
- (b) Secure and Verifiable Document
- (c) Sole Proprietor Contractor Affidavit and Agreement Form
- (d) Taxpayer Identification Number and Certification (Form W-9)

- 2. Complete the following "SAVE" AND "E-VERIFY" Documents If:
Your Company Provides Products AND/OR the Physical Performance of Services:

- (a) Systematic Alien Verification For Entitlements (SAVE) Program Form
- (b) Secure and Verifiable Document
- (c) Contractor Affidavit and Agreement Form
- (d) Subcontractor Affidavit Form
- (e) Taxpayer Identification Number and Certification (Form W-9)

In order for the Houston County Board of Commissioners to do business with your company, you must complete (notarize where noted) and return these forms to our office at the above address or by Fax.

Sincerely,

Mark E. Baker
Purchasing Agent