



## CONTRACTOR & VENDOR COMPLIANCE REQUIREMENTS SECURITY AND IMMIGRATION

### To All Prospective Contractors/Vendors:

Georgia law<sup>1</sup> generally requires contractors who provide services to Kennesaw State University to furnish a notarized affidavit that they and their subcontractors use a federal work authorization program such as E-Verify<sup>2</sup>. **The Contractor E-Verify number must be a number between 4 and 6 digits.** If you are bidding on a contract for Kennesaw State University, **your bid cannot be considered until you submit your affidavit(s).** Accordingly, **you and your subcontractors must execute this affidavit** unless you are exempt from this requirement.

**NOTE:** The E-Verify number is **NOT** the same as the Federal Employer Identification Number **OR** your E-Verify log-in id. If you need to register for the program or have registered but don't know your E-Verify identification number or date of authorization, information is available on the Department of Homeland Security website: <http://www.dhs.gov/e-verify>.

An E-Verify affidavit is **not** required if:

- a. The contract is for goods only, and not for services.
- b. The contract is for less than \$2,500 and was not subject to a bidding process.
- c. The contractor/subcontractor is a professional licensed pursuant to Titles 26 or 43 of the Georgia Code<sup>3</sup> or by the State Bar of Georgia.
- d. The contractor/subcontractor has no employees and does not intend to hire employees for purposes of providing services to Kennesaw State University. **HOWEVER**, such contractors or subcontractors must submit a copy of their state issued driver's license or identification card in lieu of the affidavit. In addition, if you later need to hire employees to provide the services under the contract, then you will need to submit the attached affidavit.
- e. The services will be performed outside of the United States.
- f. The services will be performed in the United States by a visiting foreign national who is not eligible to be listed in E-Verify. **HOWEVER**, such contractors or subcontractors must provide proof that they hold an appropriate visa authorizing them to provide the services pursuant to the contract.
- g. The contractor is providing services pursuant to a statewide contract through DOAS (in which case DOAS is responsible for obtaining the affidavit).

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<sup>1</sup> O.C.G.A. 13-10-90 & 91

<sup>2</sup> [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify)

<sup>3</sup> <http://www.lexisnexis.com/hottopics/gacode/>