

# Georgia Professional Standards Commission

## Verification of Lawful Presence

200 Piedmont Avenue SW, Suite 1702, Atlanta, GA 30334-9032 | Fax: 404-232-2560

Please Use Black Ink or Type

Please use ALL CAPS to print your legal name in the spaces indicated.

|  |                          |  |
|--|--------------------------|--|
| Title  | Last Name                |  |
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. |                          |  |
| First Name   | Middle Name              |  |
|  |                          |  |
| Social Security Number or GaPSC Certification ID                                       | Date of Birth (MM/DD/YY) |  |
|  |                          |  |

### You must submit the following with this form:

1. Notarized O.C.G.A. § 50-36-1(e)(2) Affidavit (**page 3 of this form**)
2. A copy of a secure and verifiable document (see below)

*These documents may be mailed, faxed, or uploaded at <http://mypsc.gapsc.org>.  
When faxing documents, please ensure that copies are legible.*

**Option 1: If you are a U.S. citizen, you must submit a copy of any ONE of the following:**

- An unexpired driver's license issued by a U.S. state, D.C., or certain U.S. territories
- An unexpired United States passport or passport card
- An unexpired United States military identification card
- Any document listed here:

[https://etax.dor.ga.gov/ctr/2013\\_Secure\\_and\\_Verifiable\\_Document\\_Listing.pdf](https://etax.dor.ga.gov/ctr/2013_Secure_and_Verifiable_Document_Listing.pdf)

**Option 2: If you are a legal permanent resident of the U.S., you must submit a copy of the following:**

- An unexpired United States Permanent Resident Card (front and back)

**Option 3: If you are a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, you must submit a copy of ONE of the following:**

- An unexpired work authorization card
- I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
- A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

For more information about required documents, please visit

<http://www.gapsc.com/Certification/ApplicationFormsProcedures/verificationLawfulPresence.aspx>.

## **INSTRUCTIONS FOR COMPLETING AFFIDAVIT REQUIRED TO OBTAIN CERTIFICATION/LICENSURE**

In order to obtain a Certificate/License from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/licensure application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

1. **Select a secure and verifiable document to verify your identity.** Review the list of documents on page 1 of this form. Depending on your citizenship/immigration status, different documents are acceptable. You must present the document(s) you have selected to the Notary Public.
2. **Print out the affidavit (page 3 of this form).** If the affidavit is not accompanying the GaPSC Application for Certification, please also print and complete page 1 of this form.
3. **Complete the affidavit, BUT DO NOT SIGN IT AT THIS TIME.**
  - Initial **ONLY ONE** of the options listed on the affidavit and described here:
    - **Option 1** is to be initialed by you if you are a United States citizen; or
    - **Option 2** is to be initialed by you if you are a legal permanent resident of the United States: you are not a U.S. citizen but you have a green card; or
    - **Option 3** is to be initialed by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident).
  - If you initialed **Option 2 or 3**, please provide the number (whether or not it is called an “alien number”) issued by the Department of Homeland Security or other federal immigration agency in the blank space following this statement: “My alien number issued by the Department of Homeland Security or other federal immigration agency is:”
  - Fill in the name of the secure and verifiable document (for example: Georgia driver’s license, U.S. passport, etc.) that you will be presenting to the Notary Public as proof of your identity.
4. **Find a Notary Public in your area.** Check the yellow pages, the internet or with a local business, such as a bank.
5. **Bring your affidavit and the identification document(s)** you selected (from the list on page 1) to appear before the Notary Public.
6. Show the Notary Public your secure and verifiable identification (from the list on page 1) and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.
7. Make certain that the Notary Public signs and dates the affidavit and lists when the notary commission expires.
8. Make a copy of the affidavit and the identification that you presented to the Notary Public for your own records.
9. Submit a copy of the signed and notarized affidavit to the GaPSC along with a copy of the secure and verifiable identification document and the GaPSC Verification of Lawful Presence form.

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: