

WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E-VERIFY REQUIREMENTS

E-Verify Private Employer Requirements

Georgia Law, **O.C.G.A. 36-60-6**, requires all businesses **with more than 10 employees** that are seeking an occupational tax certificate/business license, or other document required to operate a business within a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the city, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt.

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.

How Do I Register for E-Verify? Link: <http://www.uscis.gov/e-verify/e-verify-enrollment-page>

To register for E-Verify, please visit the follow the link above.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From "My Company" select "Edit Company Profile"; 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.