

Dear Vendor,

Please complete and return the enclosed E-Verify affidavit to the City of Blue Ridge. In case you have not heard about E-Verify it is a federal program for immigration compliance and the State of Georgia has mandated that all Georgia municipalities obtain an E-verify number from all vendors paid in excess of \$2,499.99 for the physical performance of services. If the business has no employees, it is exempt. However, if it has even one employee we are required to obtain the E-Verify number. A business with more than 10 employees is also required to get an E-Verify number before it can be issued a business license. An E-Verify number can be obtained at the following website: <http://www.uscis.gov/e-verify>.

If you have no employees and are exempt, we are still required to obtain a copy of your driver's license to serve as documentation of your immigration status. Feel free to contact me if you need help but the preceding website will walk you through the process. Your E-Verify number is located at the top left hand corner of the legal document that is generated after you complete the registration process. We do have a notary in the office if you wish to drop off the affidavit and have it notarized at that time. Thank you for your help in complying with State law and returning the necessary information so the City of Blue Ridge can continue doing business with you!

Please return the enclosed affidavit as soon as possible, as we are required to have this number for reporting purposes by December 31. You can return the form by mail, by fax to 706-946-3288 or by email to alicia@cityofblueridgega.gov.

Sincerely,

Alicia Stewart
Finance Director
City of Blue Ridge