



2012 Illegal Immigration Requirements Checklist

Although the General Assembly did not pass additional illegal immigration requirements during the 2012 legislative session, it is important that your county follow the existing requirements in order to avoid penalties. ACCG has prepared the following checklist to assist your staff in following these requirements. Additional information on these requirements, including report guidelines and sample affidavits, can be found on the ACCG website at www.accg.org.

- Beginning on July 1, 2012**, require every private employer, with **100 or more employees**, seeking an occupation tax certificate, or any other document required to do business with the county, to sign an **E-Verify Private Employer Affidavit**, or if exempt, an **Exemption Affidavit**
- Submit **E-Verify Public Contractor Report** annually to the **Department of Audits** by **December 31st** [If your county has not submitted the 2011 report, they need to do so ASAP!]
- Submit **E-Verify Private Employer Report** annually to the **Department of Audits** by **December 31st** [New reporting requirement for 2012]
- Submit the **Public Benefits Report** to **DCA** annually by **January 1st** [If your county has not submitted the 2011 report, they need to do so ASAP!]
- Annually renew **SAVE** registration [The Department of Homeland Security will notify your county when they need to renew and will provide the accompanying paperwork.]
- Require anyone seeking a **Public Benefit** through the county to sign a **SAVE Affidavit**
- Require anyone seeking a **Public Benefit** through the county to submit electronically or in person a **Secure and Verifiable Document**
- Use the **SAVE** program to verify anyone who applies for benefits through the county who is not a U.S. citizen
- Use the **E-Verify** program to verify all new county hires
- Require all **public contractors** who are contracting with the county for the physical performance of services to complete and submit an **E-Verify Contractor Affidavit**