

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:

**INSTRUCTIONS to Complete the AFFIDAVIT of Lawful Presence & ID  
for Pre-Service Certificate Clearance  
(O.C.G.A. § 50-36-11(2) Affidavit)**

*This page is asking you to attest that you have lawful presence in the U.S. and to provide proof. There are 3 options to choose from. You MUST **ONLY initial 1** option here, **NOT 2**.*

**\*Check & Initial option #1 Only** if you are a **U.S. Citizen**.

- Make a magnified copy (150-200%) of the **FRONT** of your unexpired Driver's License or signed U.S. Passport. Include the copy with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

**\* Check & Initial option #2 Only** if you are a Permanent Resident of the U.S who holds a Green Permanent Resident Card.

- Make a magnified copy (150-200%) of the **FRONT & BACK** of your unexpired Permanent Resident Card. Include the copy with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

**\*Initial option #3 Only**, if you are a Qualified Alien or Non-Immigrant. Make a magnified copy of one of the following acceptable IDs. To put with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

- A Work Authorization Card, **OR**
- An I-94 documents reflecting your I-94 number WITH **expiration date AND** unexpired foreign PASSPORT showing expiration date, picture & signature. **OR**
- Valid Certificate of Eligibility reflecting your SEVIS Number **AND** unexpired foreign Passport.

**\*On the line, in the middle of the page, where the above sentence reads “*The secure and verifiable document provided with the affidavit...*”**

- Fill-in the type of ID (e.g. [GA Driver's License](#), [U.S.Passport](#), [Foreign Passport](#) etc.) that you are using for completion of the Affidavit.

**\*DO NOT SIGN** until you are in front of a Notary Public with your driver's license or ID. You can find Notary Publics at UPS Stores, Post Offices, Banks, and Law Offices. There are several **FREE Notary Publics in the Registrar's office 5 days a week, 8AM-5PM**. There is also a free Notary Public in the BCOE Dean's Suite, on the 3<sup>rd</sup> floor of the Bagwell Education Building. An appointment is not required but is suggested to insure her availability. You are encouraged to email Mrs. Souza, at [msouza9@kennesaw.edu](mailto:msouza9@kennesaw.edu), to set up an appointment and confirm her availability.

**\*Do not forget to Fill-in the City and State**, on the Affidavit, where you were located at the time it was notarized.

**\*BEFORE** scanning, place the magnified copy of your driver's license or acceptable ID behind the notarized Affidavit, so that your ID becomes pg. 2 of the scanned document.

**\*Scan it, Save it, Send it:** as a PDF file to [bcoe\\_admit@kennesaw.edu](mailto:bcoe_admit@kennesaw.edu) for credit.

*It can take the PSC **3 – 4 weeks** to process and issue your Pre-Service Certificate once you upload your Affidavit and ID to them upon admission.*