

GEORGIA DEPARTMENT OF REVENUE  
CITIZENSHIP AFFIDAVIT AND SECURE AND VERIFIABLE DOCUMENT  
FREQUENTLY ASKED QUESTIONS

**Who is required to provide the Citizenship Affidavit and copy of a Secure and Verifiable Document?**

O.C.G.A. § 50-36-1 requires that anyone registering for or renewing Public Benefits with the Georgia Department of Revenue submit a Citizenship Affidavit and copy of a Secure and Verifiable Document with their registration or renewal. Such Public Benefits include, but are not limited to, licenses, permits, and/or tags for Alcohol, Tobacco, Coin Operated Amusement Machines (COAM), Motor Vehicle Dealers, and Motor Fuel Distributors.

Exception: If you have an existing license, permit, or tag that is *not* subject to periodic renewal, such as a Motor Fuel Distributor License, you are not required to submit the Citizenship Affidavit and copy of a Secure and Verifiable Document for that existing license, permit, or tag. Only new registrations for such a license, permit, or tag will require the submission of these documents.

A complete list of Public Benefits administered by the Georgia Department of Revenue is available at [https://etax.dor.ga.gov/ctr/DOR\\_Public\\_Benefits\\_as\\_applicable\\_to\\_GSICA.pdf](https://etax.dor.ga.gov/ctr/DOR_Public_Benefits_as_applicable_to_GSICA.pdf).

**Where can I find the form for the Citizenship Affidavit?**

The Affidavit form is available on the Department's website.

- For Motor Vehicle tags, permits, and registrations:  
[http://motor.etax.dor.ga.gov/forms/pdf/motor/MV\\_Dealer\\_Affidavit.pdf](http://motor.etax.dor.ga.gov/forms/pdf/motor/MV_Dealer_Affidavit.pdf)
- For all other types of licenses, permits, and tags:  
[https://etax.dor.ga.gov/ctr/Affidavit-Public\\_Benefits\\_OCGA\\_50-36-1.pdf](https://etax.dor.ga.gov/ctr/Affidavit-Public_Benefits_OCGA_50-36-1.pdf).

**Who should sign the Citizenship Affidavit?**

This Citizenship Affidavit must be signed by the licensee, permit holder, tag holder, or registrant and must be notarized. If the licensee, permit holder, tag holder, or registrant is a business, the Affidavit must be signed by an owner, officer, partner, LLC member, or responsible party of the business. A stamped signature is not acceptable.

A front and back copy of a Secure and Verifiable Document must be submitted for the same individual who signs the Affidavit.

**What is a Secure and Verifiable Document?**

Examples of Secure and Verifiable Documents include a valid Driver's License or ID card issued by Georgia or another State, a valid United States passport, or an original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal. A complete list of Secure and Verifiable Documents may be found at [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) or on the Georgia Attorney General's website.

## **When and where do I send the Citizenship Affidavit and copy of a Secure and Verifiable Document?**

The documents must be provided upon renewal of or registration for any of the licenses, permits, or tags identified as Public Benefits.

If you have an existing license, permit, or tag that is subject to periodic renewal, the documents should not be submitted until such license, permit, or tag is due to be renewed. If you have an existing license, permit, or tag that is not subject to periodic renewal, such as a Motor Fuel Distributor License, you are not required to submit the documents for that existing license, permit, or tag.

*Alcohol, Tobacco, COAM, and Motor Fuel Distributor Licenses and Permits:* You must upload the required documents online in the Georgia Tax Center (GTC) prior to the registration or renewal process. Do NOT mail, hand deliver, fax, or email the documents. Instructions for how to submit the required documentation in GTC prior to registration or renewal are available at [http://gataxinfo.org/content/documents/Manage Licensees Web Request.pdf](http://gataxinfo.org/content/documents/Manage_Licensees_Web_Request.pdf).

*Motor Vehicle Dealer, Distributor, Manufacturer, and Transporter Tags; Temporary Site Permits; and Out of State Recreational Vehicle Franchise Dealer Permits:* You may submit the required documents via email to [dealer.tags@dor.ga.gov](mailto:dealer.tags@dor.ga.gov) or fax to 404-724-7645. Alternatively, the required documents may be mailed to or dropped-off at the appropriate address.

## **Will the Citizenship Affidavit and copy of a Secure and Verifiable Document be kept on file with the Department?**

Yes. However, some licensees, permit holders, tag holders, and registrants will be required to update and resubmit the documents.

*If the individual signing the Affidavit and providing the copy of a Secure and Verifiable Document is a U.S. Citizen,* the documents need only be submitted one time for a particular licensee, permit holder, tag holder, or registrant. The documents will then be valid for all license types of that licensee, permit holder, tag holder, or registrant, and typically will not need to be resubmitted for subsequent renewals or registrations.

*If the individual is not a U.S. citizen,* the documents will be valid for all license types of a particular licensee, permit holder, tag holder, or registrant for a period of 12 months from the date they are submitted. A new Citizenship Affidavit and copy of a Secure and Verifiable Document will need to be provided every 12 months.

*If the licensee, permit holder, tag holder, or registrant is a business,* and the individual who signed and submitted the Citizenship Affidavit and copy of a Secure and Verifiable Document ceases to be an owner, officer, partner, LLC member, or responsible party of that business, new documents will need to be provided for a current owner, officer, partner, LLC member, or responsible party. The business should maintain current information for its registered individuals to avoid delays during the registration and/or renewal process.

*For additional information, see Georgia Security and Immigration Compliance Act, O.C.G.A. §§ 50-36-1 and 50-36-2. If you have questions regarding the citizenship verification requirements for the Department of Revenue's Public Benefits, please contact the appropriate division at the number listed below.*

*Alcohol, Tobacco, COAM, and Motor Fuel: 877-423-6711*

*Motor Vehicles: 855-406-5221*