



GEORGIA DEPARTMENT OF BANKING AND FINANCE

2990 Brandywine Road, Suite 200, Atlanta, Georgia 30341

Re-verify

MORTGAGE LOAN ORIGINATOR INSTRUCTIONS VERIFICATION OF LAWFUL PRESENCE CITIZENSHIP AFFIDAVIT

Pursuant to the Official Code of Georgia Annotated § 50-36-1 *et seq.*, the Georgia Department of Banking and Finance (“Department”) is required to verify the lawful presence of every entity and individual. **Legal permanent residents, qualified aliens and non-immigrants are required to reverify their lawful presence annually at renewal.**

Mortgage Loan Originator (MLO) applicants, seeking to obtain a license in his or her own name will provide affidavit testimony regarding his or her legal presence in the United States using the attached Citizenship Affidavit.

Please note that if the individual is not a United States citizen, this Department may be required by O.C.G.A. §50-36-1 *et seq.* to verify their immigration status through the Federal Systematic Alien Verification of Entitlement (SAVE) program. Additional documentation may be requested.

Checklist for Completion

- ✓ Review all instructions; the permissible list of Secure and Verifiable Documents; your privacy rights; and identify a notary to notarize your signature.
- ✓ Print the MLO’s NMLS (Nationwide Mortgage Licensing System) number on the top-right of the form.
- ✓ Check only one of the boxes to indicate the MLO applicant’s legal status (U.S. citizen, legal permanent resident, or qualified alien or non-immigrant). A **qualified alien or non-immigrant** must also include his or her federally issued alien number along with a Foreign Passport and I-94, or an Employment Authorization Document that contains a photograph.
- ✓ **Select one secure and verifiable document that will be submitted to verify the affiant’s legal status from the list of Secure and Verifiable Documents.** A color copy of this document must be included with the form. If the secure and verifiable document submitted does not contain a photo (e.g., birth certificate), you must provide some form of picture identification.
- ✓ Read the document in its entirety.
- ✓ Print the city and state in which the affidavit was executed.
- ✓ Sign the document in the presence of a notary who will affix his or her seal to the document.
- ✓ E-mail the completed form and your secure and verifiable document to renewal@dbf.state.ga.us.

Applications will not be processed without a complete and notarized affidavit.



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VERIFICATION OF LAWFUL PRESENCE CITIZENSHIP AFFIDAVIT SECURE and VERIFIABLE DOCUMENT LIST

Below is a list of acceptable Secure and Verifiable Documents pursuant to O.C.G.A. § 50-36-2.

Select **only one** of the following and submit a **legible** copy with affidavit. **Color copies required.** Qualified Aliens or Non-Immigrants must provide documents from Box 1 or Box 7.

1. A **United States passport**, United States passport card or a passport issued by a foreign government with a valid U.S. Homeland Security Form I-94, I-94A or I-94W or other federal document specifying proof of lawful presence
2. A United States **military identification** card
3. A **driver's license*** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the U.S. Virgin Island, American Samoa, the Swain Islands or a driver's license issued by a Canadian government authority
4. An **identification card*** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the U.S. Virgin Island, American Samoa, or the Swain Islands
5. A **tribal identification card*** of a federally recognized Native American tribe. (www.bia.gov)
6. A United States **Permanent Resident Card** or **Alien Registration** Receipt Card
7. An **Employment Authorization Document** that contains a photograph of the bearer
8. A **Merchant Mariner** Document or Merchant Mariner Credential issued by the U.S. Coast Guard
9. A Free and Secure Trade (**FAST**) card, a **NEXUS** card or A Secure Electronic Network for Travelers Rapid Inspection (**SENTRI**) card
10. A **Certificate of Citizenship** (Form N-560 or Form N-561) or **Certificate of Naturalization** (Form N-550 or Form N-570) issued by the U.S. Department of Citizenship and Immigration Services (USCIS)
11. Certification of **Report of Birth** (Form DS-1350), **Certification of Birth Abroad** (Form FS-545) or **Consular Report of Birth Abroad** (Form FS-240) issued by the U.S. Department of State
12. 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

**provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.*

GEORGIA DEPARTMENT OF BANKING AND FINANCE
MORTGAGE LOAN ORIGINATOR
VERIFICATION OF LAWFUL PRESENCE CITIZENSHIP AFFIDAVIT

By executing this affidavit under oath, as a licensee, as referenced in O.C.G.A. § 50-36-1 et seq., from the Georgia Department of Banking and Finance ("Department"), the undersigned verifies one of the following with respect to my continued eligibility for a public benefit: (Check only one of the following)

- 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 a federally issued alien number. My alien number, issued by the Department of Homeland Security or other federal immigration agency, is: . I understand I am also required to provide a Foreign Passport and an I-94, or an Employment Authorization Document with a photograph.

The undersigned 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. § 50-36-2, with this affidavit.

Check only one below. The original should be presented to the notary and a copy attached to this form to be submitted to the Department.

Table with 4 columns: Passport, Certificate of Citizenship/Naturalization, Employment Authorization Document, State ID, Certified Birth Certificate, Report of Birth or Certification of Birth Abroad, Merchant Mariner Document, Tribal ID, Driver's License, Permanent Resident Card or Alien Registration, FAST, NEXUS or SENTRI Card, Military ID.

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 [redacted] (city), [redacted] (state)

[redacted] Signature of Applicant
[redacted] Printed Name of Applicant
[redacted] NMLS Unique Identifier

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
DAY OF , 20

NOTARY PUBLIC
My Commission Expires:
(Affix seal or stamp hereto)