



eVerify Functionality

Following Release 5.74 and 1.44, eVerify functionality was introduced to assist users



Step	Action
5.	Select one of the following options: <ul style="list-style-type: none">• Yes: indicates the vendor is exempt from eVerify requirements. If Yes is selected, the following details must also be entered:<ul style="list-style-type: none">○ Date of Contract○ Contract ID○ Service Amount○ Comments• No: indicates the vendor is not exempt from eVerify requirements. If No is selected, the following details must also be entered:<ul style="list-style-type: none">○ eVerify Number (numeric characters only)○ Date of Contract○ Contract ID (can be entered manually or select a value if using procurement contracts functionality)○ Service Amount
6.	Click the OK button to save. The system navigates back to the Maintain Purchas Orders page.
7.	Attach the eVerify Affidavit to the purchase order header comments.
8.	Click the Save button.

Below is general information related to eVerify. However, for additional questions on eVerification requirements, please contact the Executive Director of Strategic Sourcing: Lisa Little at lisa.little@usg.edu

What is e-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social



Under what circumstances is an e-Verify affidavit needed?

Effective September 16, 2013, an immigration or E-Verify affidavit is required for all transactions when any labor or services ("the physical performance of services") greater



If a vendor has no employees, do they need to fill out this affidavit?

O.C.G.A. 13-10-91 allows for contractors to submit a driver's license in lieu of the affidavit if they have no employees. Please note that the driver's license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver's license (Georgia driver's license are therefore acceptable). [States that verify immigration status prior to the issuance of a driver's license \(PDF\)](#)

Does the e-Verify requirement apply to work performed in a foreign country or foreign groups/individuals who do not have any employees that are U.S. citizens?

- No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at an Institution.
- Professional Services are limited to those services defined by the statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape, architecture, registered interior designers, licensed or accredited structural pest controllers, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry and osteopathy. This also applies to guest speakers or artist that perform at an Institution.