

January 1, 2012

IMPORTANT NEW RENEWAL PROCEDURE: READ CAREFULLY

Verification of Lawful Presence

Consistent with the Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. § 50-36-1(e)), effective January 1, 2012, persons applying for licensure or licensure renewal with the Board of Court Reporting must verify their lawful presence in the United States.

The following items must be submitted before your license can be issued or renewed:

1. *A copy of one of the following documents:*
 - a. United States passport or passport card
 - b. United States Military ID
 - c. United States Drivers license
2. *A signed and sworn affidavit verifying your lawful presence in the United States. The affidavit to use for this purpose can be found on page 2 of this document.*
3. *A completed "2012 Renewal of Certification Application", found on pages 3 and 4 of this document.*
4. *The required Renewal fee in the form of a money order, cashier's check, personal/business check, or bank-certified check made payable to the Board of Court Reporting. Cash **is not** an acceptable form of payment.*

A list of Frequently Asked Questions is available [HERE](#) on page 2.

**BOARD OF COURT REPORTING
OF THE JUDICIAL COUNCIL OF GEORGIA**

**O.C.G.A. § 50-36-1(e)(2) Affidavit
For Lawful Presence Verification**

- Directions:
- Place a mark before *Line A* if you are making application for your court reporter license renewal.
 - Place a mark before *Line B* and provide the name of the court reporting firm if you are making application for registration renewal of a court reporting firm.
(You may mark both *Line A* and *Line B* if you are renewing your court reporter license and a court reporting firm registration)
 - Complete the remainder of the Affidavit as appropriate.

By executing this affidavit under oath, as

- _____ **A. An applicant for the renewal of my court reporting license,**
- _____ **B. An applicant for the renewal of the registration of the court reporting firm**
- _____ [*name of court reporting firm*],

as referenced in O.C.G.A. § 50-36-1, from the Board of Court Reporting of the Judicial Council of Georgia, the undersigned applicant verifies one of the following with respect to my 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).**

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

Signature of Applicant

Printed Name of Applicant

NOTARY PUBLIC
My Commission Expires:

Court Reporting Services and Specialty (please check all that apply):

Certified Method of Takedown: Machine Shorthand Voice Writer Other: _____

Please select if you willing to provide the following court reporting services:

- a. Real-time reporting services: Yes No
b. Temporary assistance to: Federal Superior State Juvenile Magistrate Municipal
(check all that apply)

Check all applicable designations or certifications:

NCRA Designation(s): RPR RMR RDR CRR CBC
CCP CLVS CRI MCRI CMRS CPE
NVRA Designation(s): CVR CM RVR RBC RCP

Court Reporting Records - In the event of your incapacity or death, please provide the following information where your court reporting records are stored. In the event of your incapacity or death, information provided in response to this question may be shared as a result of public inquiries.

Name _____

Address _____

City _____ State _____ ZIP _____ County _____

Telephone () _____

Legal and Disciplinary Disclosures

In the past twelve (12) months have you been convicted of, or have entered a plea of nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer? Yes No (If yes, please attach an explanation.)

In the past twelve (12) months have you been disciplined by the Board of Court Reporting of Georgia or any state, national, or federal licensing agency or authority which regulates any profession?
 Yes No (If yes, please attach an explanation.)

I certify that (1) I have read, and have a working knowledge of, the Rules and Regulations, as published in the Georgia Certified Court Reporting Resource Guide, (2) I understand Georgia Certified Court Reporters are bound by the terms of the Rules and Regulations, The Georgia Court Reporting Act, and other applicable State and Federal rules, regulations, and laws, and (3) all information provided on this application and any attached explanations and accompanying forms are true, complete, and correct. I understand that any information provided by me that the Board finds to be false, incomplete, or misrepresented in any respect are grounds for disciplinary actions by the Board, up to and including revocation of my certificate.

Signature _____

Date _____