

Additional Immigration Documentation Required

The Revised Statutes of Missouri (RSMo) require applicants for any state administered benefit provide certification and documentary evidence of legal residence and those business entities, as defined in law, must also provide certification and documentary evidence that your employees' legal status is verified.

Lenders and borrowers must carefully read all applicable state and federal immigration laws and the Department of Homeland Security Memorandum Of Understanding (MOU), paying particular attention to Section C, "Responsibilities of the Employer," in order to ensure compliance and receive the benefit of the Missouri Linked Deposit Program.

All Missouri Linked Deposit Program Applicants:

- Provide a copy of your valid Missouri Driver's License with this application. If you do not have one or are an out-of-state applicant, you must provide one of the documents listed below:
 - U.S. Birth Certificate (certified with embossed or raised seal issued by state or local government)
 - U.S. Passport (valid)
 - Certificate of Citizenship
 - Certificate of Naturalization
 - Certificate of Birth Abroad
 - Any other document issued by the federal government affirming legal presence in the U.S.

- Fill out BOTH sections of the Certification of Citizenship/ Immigration Status and Employer Status document (Form A). You do NOT have to complete the Affidavit of Authorized Workers section and you do NOT have to enroll in a federal work authorization program, such as E-verify, if you are not a "business entity" as defined by 285.525 RSMo.

Missouri Linked Deposit Program Applicants With Employees:

- Check "Yes" on the Employer Status Section (Form A) and complete the Affidavit of Authorized Workers (Form B).

- Enroll in a federal worker authorization program, such as E-Verify, and send in a copy of the MOU you received when enrolling with this application (See Instructions on Form C).

Certification of Citizenship/Immigration Status (Form A)

By affixing my (our) signature below, I (we) hereby certify, subject to penalties of perjury, I am the applicant or an authorized representative of the applicant and as such am authorized to make the following affirmation:

I am a United States Citizen or have been granted lawful permanent residence* of the United States. I understand that I am required by state law to provide proof of my citizenship, residency and identity in order to apply for any state programs.

Signature Title Date

Signature Title Date

*Pursuant to 208.009.3 RSMo, all applicants are required to provide proof of citizenship, identity, and residency at the time of applying for any state administered benefits. You must provide a copy of your valid Missouri driver's license with this application. If you do not have or cannot provide this, please see "Additional Documentation" for allowed alternatives.

Employer Status

By affixing my(our) signature below, I(we) hereby certify, subject to penalties of perjury, I am the applicant or an authorized representative of the applicant and as such am authorized to make the following affirmation:

(Please select the statement that applies)

Do you have employees or subcontractors in connection with this application in the state of Missouri?

NO

YES (if yes, you must complete the attached Affidavit of Authorized Workers form, as well as enrolling in the federal worker authorization program and enclosing evidence of such enrollment)

Signature Title Date

Signature Title Date

Affidavit of Authorized Workers (Form B)

BEFORE ME, the undersigned Notary, _____, on this _____ day of _____, 20____, personally appeared _____, known to me to be a credible person and of lawful age, who being by me first duly sworn, on _____ oath, deposes and says:

I certify that I am either the applicant or am an authorized representative of the applicant (please list name of applicant _____) and as such am authorized to make the statement of affirmation contained herein.

I (We) hereby certify, subject to penalties of law, that I(we) do not knowingly employ, hire for employment, or continue to employ any unauthorized alien to perform work in the state of Missouri and further certify I have and will continue to comply with federal law (8 U.S.C., 1324a) which requires the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.

I further certify that I (the applicant) am enrolled in a federal work authorization program and actively verify the work authorization status of all those hired and currently employed by me, my business, and/or any other business entity which I have hiring or management authority.

I understand that, as a condition to participate in this program administered by a political subdivision of the State of Missouri, I (the applicant) must provide documentation to certify my enrollment and participation in the federal work authorization program. E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): (1) a valid, completed copy of the first page identifying the participant and (2) a valid copy of the signature page completed and signed by the participant, the Social Security Administration, and the Department of Homeland Security –Verification Division. To enroll, visit www.dhs.gov/e-verify.

I certify that I (the applicant) shall include in any contract it enters with a subcontractor in connection with the activities that qualify the applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1 RSMo, and shall not be in violation during the length of the contract. In addition, the applicant will receive a sworn affidavit from the subcontractor under the penalty of perjury, attesting that the subcontractor’s employees are lawfully present in the United States. I certify that the applicant will maintain and provide the State Treasurer’s Office access to documentation demonstrating compliance with this requirement.

I understand that if the applicant is found to have employed an unauthorized alien, the applicant may be subject to penalties pursuant to law, including Sections 135.815, 285.025, and 285.535, RSMo.

Print Name	Signature	Title
Print Name	Signature	Title

State of Missouri County of _____

Subscribed and sworn to before me, this _____ day of _____, 20____.

[Notary Seal:]

[signature of Notary]

My commission expires: _____, 20____.

[typed name of Notary]
NOTARY PUBLIC

Instructions for Registering a Business Online with DHS (Form C)

- Go to www.dhs.gov/e-verify and click on “I Am an Employer,” then select “E-Verify Enrollment”
- Answer four yes/no questions
- Sign the “Memorandum of Understanding” (MOU)
- Enter company details
- Print your electronically signed MOU
- Submit to our office the first page of the MOU and the electronic signature page.

To get a copy of the MOU, the borrower must sign in under the administrator’s account. They will need to disable their pop-up blocker. From “Company,” select “Edit Company Profile.” Then click “View MOU” at the bottom of the screen. They will be able to view, print, or save the company’s MOU.

If the owners still cannot locate the MOU, we will accept an email (from the website) in its place, stating that the business has successfully enrolled in the program. See example email below if the borrower cannot locate the MOU. Again, we will accept a copy like the email below in place of the MOU.

Example Email

Welcome to E-Verify. You have successfully enrolled your company in the program.

Now that your company is enrolled, you can register additional users who need access to E-Verify and choose whether to give them program administrator or general user access. During the company enrollment process, you already registered yourself to use E-Verify. Here is your login information:

Your Program Administrator User ID: XXXXXXXXX

Your Temporary Password: XXXXXXXXX