



Do I need an eVerify affidavit?

- State and Federal law require VSU to confirm that any Supplier performing a service for or on behalf of VSU, where there is human involvement/interaction, are enrolled in the Federal eVerify program.
- This requirement applies to *“any physical performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99...”* (O.C.G.A. 13-10-90)
- Purpose of Affidavit is to ensure that all services provided are through and by individuals who are authorized to work in the United States.
- Requirement does not apply to any services performed in another country
 - The eVerify affidavit is required for remote services if it is performed in the United States.
- The affidavit must be completed by the Supplier and notarized.
- Each service requires a new affidavit.
 - For example, John Smith consulted for VSU in September, January, and May. Unless all of the services were entered on a single PO in September, we will require an eVerify form in all three months.”

Helpful Links

eVerify Affidavit: <https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/documents/contractor-affidavit.pdf>

For further help please visit:

<https://www.e-verify.gov/> Main Website