

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 making application with the Board of Court Reporting for registration or registration renewal on behalf of a court reporting firm must verify their lawful presence in the United States.

**The following items must be submitted before your registration 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 "Application for Registration and Renewal of Registration of a Court Reporting Firm", found on pages 3 and 4 of this document.*
4. *The required Registration 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:

**Application for Registration and Renewal of Registration of a Court Reporting Firm**

*Office use only*  
Firm number: \_\_\_\_\_  
Date Processed: \_\_\_\_\_  
Certif. mailed: \_\_\_\_\_

**Board of Court Reporting  
of the Judicial Council of Georgia  
244 Washington Street, S.W., Suite 300  
Atlanta, GA 30334**

Firm Registration Fee:  
**\$200**

Annual Renewal Fees:  
**\$200 on or before April 1<sup>st</sup>  
\$250 after April 1st**

**Please check one of the following:**

- I am registering for the first time as a court reporting firm
- I am renewing my court reporting firm’s annual certificate

Attention: Based upon the definition of a “court reporting firm” contained within Article 7 of the Rules and Regulations, does your Firm meet the required definition of a court reporting firm? \_\_\_\_Yes \_\_\_\_No  
(If “Yes” proceed with the questions below; if “No” you do not need to complete this form.)

**Please type or print.**

(If more space is needed to answer any item below, please insert and number additional pages.)

1. Name of court reporting firm (“Firm”): \_\_\_\_\_  
*The name indicated above will be used for all purposes, including official records.*

2. Firm ID# (If previously registered): \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Physical Address (If different): \_\_\_\_\_

5. Phone Number: \_\_\_\_\_ 6. Fax Number: \_\_\_\_\_

7. Email Address: \_\_\_\_\_

8. Name of Firm Member/Owner Filing Application: \_\_\_\_\_

9. Name each Georgia CCR who has ownership interest in this Firm, if any: \_\_\_\_\_  
\_\_\_\_\_

10. Name of Firm manager or operator, if not previously listed in item 8 or 9 above: \_\_\_\_\_  
\_\_\_\_\_

**Application for Registration and Renewal of Registration of a Court Reporting Firm**

11. Name any court reporting firm(s) in which your Firm has acquired or merged with within the past 12 months:

\_\_\_\_\_

12. If the Firm maintains satellite offices, state the address and telephone number of each such location and identify the Firm representative who is in charge of such satellite offices: \_\_\_\_\_

\_\_\_\_\_

13. If the Firm does business under a name other than the name listed in Question 1 above, state each such name:

\_\_\_\_\_

14. Has the Firm ownership changed in the past 12 months? \_\_\_\_ Yes \_\_\_\_ No

If yes, Please explain. \_\_\_\_\_

\_\_\_\_\_

By signing my name, and if I am a court reporter, by entering my court reporter identification number below, I, the individual whose name appears in response to Question 8 of this application (1) Certify that I have the authority to act on behalf of the court reporting firm ("Firm") whose name appears in response to Question 1 of this Application, (2) Certify that the owner(s) and/or member(s) of the Firm have read, and have a working knowledge of, the Rules and Regulations, as published in the Georgia Certified Court Reporting Resource Guide, and understand that the Firm is 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) Certify that the answers to the foregoing questions and statements made on this Application are true and correct to the best of my knowledge and belief and that it is my understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to suspend or revoke a license issued by the Board of Court Reporting.

Firm Owner/Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CCR Identification Number: \_\_\_\_\_

**MAIL FORM TO: Board of Court Reporting, 244 Washington Street, S.W., Suite 300, Atlanta, GA 30334**