

**Board of Court Reporting of the  
Judicial Council of Georgia**

**IMPORTANT NOTICE:  
\*\*NEW RENEWAL PROCEDURES\*\***

**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, firm registration, and renewals with the Board of Court Reporting must verify their lawful presence in the United States.

The Board of Court Reporting **cannot issue or renew** any court reporter license, emergency judicial permit, or firm registration until the two documents as described below have been received by the Board of Court Reporting. Furthermore submission of these documents to the Board of Court Reporting must be made **by fax at (770) 342-4816** prior to, or contemporaneously with, submission of any application for licensure, firm registration, and renewals.

Therefore, before your 2012 license or registration can be issued or renewed, you must:

1. **Provide a copy of a secure and verifiable document issued to you by a state or federal jurisdiction or recognized by the United States government and that is verifiable by federal or state law enforcement, intelligence, or homeland security agencies.** A listing of acceptable secure and verifiable documents, as determined by the Office of the Attorney General, Georgia, can be found here:  
[http://law.ga.gov/vgn/images/portal/cit\\_1210/63/43/173963603Secure\\_and\\_verifiable\\_document\\_list%208.5.11.pdf](http://law.ga.gov/vgn/images/portal/cit_1210/63/43/173963603Secure_and_verifiable_document_list%208.5.11.pdf)
2. **Execute a signed and sworn affidavit verifying your lawful presence in the United States.** The affidavit(s) to use for this purpose can be found on pages 3 and 4 of this document.

**2012 Renewal Information**

Every certified court reporter and registered court reporting firm eligible to renew may process their License Renewal application and Annual Registration online at [www.georgiacourts.gov/agencies/bcr](http://www.georgiacourts.gov/agencies/bcr). The Board of Court Reporting Renewal of Certificate fee is \$125.00 for certified court reporters, and \$200.00 for registered court reporting firms.

The deadline to **renew** your certified court reporter license and annual registration is **April 1, 2012**. Failure to renew shall result in suspension of certificate or placement on an inactive court reporting firm registry. Late fee(s) will apply. Applicable renewal fees can be paid via the Board's secure server using a major credit or debit card.

For a hard copy of the renewal or annual registration form, please contact the Board at **(404) 463-6478**. The form will be mailed to the address on file. Please allow up to four weeks for processing.

The **deadline** to complete the continuing education (CE) hours for certified court reporters is **December 31**.

**Board of Court Reporting**  
Suite 300 • 244 Washington Street, S. W. • Atlanta, GA 30334-5900  
(404)-463-6478 • Fax (770)-342-4816  
[www.georgiacourts.org/agencies/bcr](http://www.georgiacourts.org/agencies/bcr)

# Frequently Asked Questions

**1. How can I obtain a Verification of Lawful Presence Form?**

The form is immediately accessible below on page 3, or you may contact our office at 404-463-6478 for a copy.

**2. Why do I have to complete this requirement?**

Effective January 1, 2012, the Illegal Immigration Reform and Enforcement Act of 2011 requires that applicants in Georgia for a license, registration, or renewal provide proof of lawful presence in the United States prior to receiving any public benefit – which is further defined by law as a professional license or registration. Therefore, in compliance with the Act, the Board requires that you complete and have notarized the appropriate affidavit and provide a secure and verifiable document evidencing your lawful presence.

**3. What qualifies as a “secure and verifiable document”?**

Only the documents approved by the Office of the Attorney General of Georgia are acceptable for processing. The most common copies of “secure and verifiable documents” are:

- U.S. issued passport or passport card
- U.S. military ID
- U.S. issued Driver’s License

An entire list may be found [HERE](#).

**4. Am I required to send an original document copy from one of the “secure and verifiable documents” on the Attorney General’s list?**

No, you only send a photocopy of the document.

**5. Where do I send the two documents required for Verification of Lawful Presence?**

The notarized affidavit *and* secure and verifiable document must be faxed to (770) 342-4816, or mailed to the Board’s primary address, 244 Washington Street, Suite 300, Atlanta, GA 30334.

**6. Can I renew my license or firm registration prior to submitting the Verification of Lawful Presence documents?**

You may not file your license renewal or firm registration without the Verification of Lawful Presence documents. Remember, the documents must be submitted prior to, or contemporaneously with, your license or firm renewal.

**7. What happens if I submit my license or firm renewal but fail to provide the Verification of Lawful Presence documents by April 1, 2012?**

Your license or firm renewal *will not* be processed until the Board receives the Verification of Lawful Presence documents. Failure to renew your certificate or firm registration *and* provide the required Verification of Lawful Presence documents prior to April 1, 2012, will result in the suspension of your certificate or firm registration.

**8. Can the Verification of Lawful Presence form be notarized by a Notary outside of Georgia?**

Yes. If the form shows “Georgia” pre-printed in the section as the state in which the form was executed in, mark through the pre-printed state name and list the appropriate state.

**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: