

Colorado Department of Education (CDE)
Compliance with the Provisions of HB 06S-1023
CRS 24-76.5-103 Verification of Lawful Presence

Purpose:

To establish a process to comply with the requirements of HB06S-1023. This bill requires the verification of lawful presence in the United States of each individual who receives public benefits. Because of the broad definition of public benefits, essentially all purchases made by the Department from individuals are subject to the requirements of this bill.

Procedure:

For purchases from individuals (i.e., sole proprietors) CDE must obtain the following information prior to purchasing services:

- 1) A copy of the IRS W-9 (or W-8) form with instructions
- 2) A copy of the signed Affidavit
- 3) A copy of one of the allowable forms of identification

After obtaining these items, please attach them to the purchase requisition (purchase requisitions are required if the purchase is over \$1,000) and send the combined package to the CDE Purchasing Unit. If the vendor has submitted a W-9 in the past and is already set up on COFRS, then only include items 2 and 3 with the purchase requisition.

Allowable forms of identification

The individual must provide identification in the form of one of the following:

1. A current valid Colorado driver's license or Colorado Identification Card, or
2. A U.S. Military or Military Dependent ID, or
3. A U.S. Coast Guard Merchant Mariner Card, or
4. A Native American Tribal Document, or
5. A certificate verifying naturalized status, bearing the person's intact photograph, issued by an authorized agency of the United States, or
6. A certificate verifying United States citizenship, bearing the person's intact photograph, issued by an authorized agency of the United States, or
7. A current valid driver's license, bearing the persons photograph, issued by one of the following States:

Alabama	Idaho	Missouri	Pennsylvania
Arizona	Indiana	Montana	Rhode Island
Arkansas	Iowa	Nevada	South Carolina
California	Kansas	New Hampshire	Virginia
Connecticut	Kentucky	New Jersey	West Virginia
Delaware	Louisiana	New York	Wyoming
District of Columbia	Maine	North Dakota	
Florida	Minnesota	Ohio	
Georgia	Mississippi	Oklahoma	