

## HELPFUL HINTS FOR COMPLETING THE AFFIDAVIT OF ELIGIBILITY

### What is the “Affidavit of Eligibility” and why do I have to fill it out?

The Affidavit of Eligibility form was created after a new law was passed in 2006. That law requires state agencies to verify the legal presence of anyone applying for a new license or renewing a current license. As of January 1, 2007, you cannot be issued a professional license in Colorado without completing this form.

### How do I complete the form?

First, select the response below that reflects your current US citizenship status. Then follow these instructions while you complete the ATTACHED form (please note: this document is not the Affidavit of Eligibility; it is the instructions).

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#### → I am a US citizen currently living and/or working in the US.

1. Complete Section A as follows:
  - ▶ Print your full name on the line provided.
  - ▶ Check line 1. \_\_\_ (*I am a US citizen*)
2. Complete Section B as follows:
  - ▶ Check the box next to the **Secure and Verifiable Document** you will use to verify your citizenship. The most commonly used document is a Colorado Driver License. If you do not have a Colorado Driver License, select the other type of document you will be using.
  - ▶ Complete Item #2 on page 2. Enter the name of the state or federal agency that issued the **Secure and Verifiable Document** you are using (for a Colorado Driver License, you would enter: Colorado Department of Revenue).
  - ▶ Complete Item #3 on page 2. Enter the **Secure and Verifiable Document** number (for example, enter your Colorado Driver License number, such as: C1234567).
  - ▶ Complete Item #4 on page 2. Enter the expiration date of your **Secure and Verifiable Document** (for example, if your Colorado Driver License expires 3/1/2012, enter that date). NOTE: Some documents do not have an expiration date (military ID, naturalization certificate). In this case, just write N/A.
3. Complete Section C as follows:
  - ▶ **Read** the wording in the attestation. This is a legal document with a sworn statement and you must state that you are providing verifiable information.
  - ▶ Sign your name. Print your name as it is shown on the **Secure and Verifiable Document** you are using. Fill in the date you are completing the affidavit.
  - ▶ Provide information about your professional license type and license number. If you have not yet been issued a professional license in Colorado, leave the license number blank.

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#### → I am a US citizen currently living and/or working in another country.

1. Complete Section A as follows:
  - ▶ Print your full name on the line provided.
  - ▶ Check line 3. \_\_\_ (*I am not physically present...*) and then check line a. \_\_\_ (*I am a US citizen...*)
2. Skip Section B and go directly to Section C on page 2.
3. Complete Section C as follows:
  - ▶ **Read** the wording in the attestation. This is a legal document with a sworn statement and you must state that you are providing verifiable information.
  - ▶ Sign your name. Print your name as it is shown on the **Secure and Verifiable Document** you are using. Fill in the date you are completing the affidavit.
  - ▶ Provide information about your professional license type and license number. If you have not yet been issued a professional license in Colorado, leave the license number blank.

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→ I am NOT a US citizen but I am lawfully present, and I live and/or work in the US.

1. Complete Section A as follows:

- ▶ Print your full name on the line provided.
- ▶ Check line 2. \_\_\_\_ (*I am not a US citizen but am lawfully present...*)
- ▶ Check line a. \_\_\_\_, or line b. \_\_\_\_, or line c. \_\_\_\_, depending on your circumstances.

2. Complete Section B as follows:

- ▶ Check the box next to the **Secure and Verifiable Document** you are using to prove your legal presence in the US. The most commonly used document is a Colorado Driver License. If you do not have a Colorado Driver License, select the document you will be using.
- ▶ Complete Item #2 on page 2. Enter the name of the state or federal agency that issued the **Secure and Verifiable Document** you are using (for a Colorado Driver License, you would enter: Colorado Department of Revenue).
- ▶ Complete Item #3 on page 2. Enter the **Secure and Verifiable Document** number (for example, enter your Colorado Driver License number, such as: C1234567).
- ▶ Complete Item #4 on page 2. Enter the expiration date of your **Secure and Verifiable Document** (for example, if your Colorado Driver License expires 3/1/2012, enter that date). NOTE: Some documents do not have an expiration date (military ID, naturalization certificate). In this case, just write N/A.

3. Complete Section C as follows:

- ▶ **Read** the wording in the attestation. This is a legal document with a sworn statement and you must state that you are providing verifiable information.
- ▶ Sign your name. Print your name as it is shown on the **Secure and Verifiable Document** you are using. Fill in the date you are completing the affidavit.
- ▶ Provide information about your professional license type and license number. If you have not yet been issued a professional license in Colorado, leave the license number blank.

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→ I am a Foreign National and I do not live and/or work in the US.

1. Complete Section A as follows:

- ▶ Print your full name on the line provided.
- ▶ Check line 3. \_\_\_\_ (*I am not physically present...*) and then check line b. \_\_\_\_ (*I am a Foreign National...*)

2. Skip Section B and go directly to Section C on page 2.

3. Complete Section C as follows:

- ▶ **Read** the wording in the attestation. This is a legal document with a sworn statement and you must state that you are providing verifiable information.
- ▶ Sign your name. Print your name as it is shown on the **Secure and Verifiable Document** you are using. Fill in the date you are completing the affidavit.
- ▶ Provide information about your professional license type and license number. If you have not yet been issued a professional license in Colorado, leave the license number blank.