

**NOTICE OF
APPLICANT VERIFICATION REQUIREMENTS
FOR OBTAINING OR RENEWING
PUBLIC BENEFITS**

Dear Applicant:

In 1996 the United States Congress passed the Personal Responsibility and Work Opportunity Act (the Act) which requires states to eliminate a broad array of public benefits for illegal immigrants. The definition of a public benefit includes professional and occupational licenses issued to individuals by state agencies: For purposes of the Department of Housing and Community Development, Division of Codes and Standards, Occupational Licensing Program (HCD), the term public benefit” applies to original and renewal manufacturer, distributor, dealer and salesperson licenses, 90-day certificates, course provider approvals and course instructor approvals.

To implement the provisions of the Act, HCD has adopted emergency regulations effective April 6, 1998, which require proof of legal presence in the United States from all applicants for licenses, certificates and/or approvals. The term “applicant” means a person, and does not include corporations, and partnerships.

Applicants for original or renewal licenses, 90-day certificates, or course provider and/or instructor approvals submitting applications to HCD on or after April 6, 1998, will be required to provide, on a one-time basis, proof of United States citizenship or qualified alien status before the license, certificate, or approval is issued or renewed. A list of documents which can be used to establish proof of U.S. citizenship or qualified alien status is enclosed.

In addition to the required license, permit or approval application forms and fees, all applicants must submit all of the following: (1) a completed *Statement of Citizenship, Alienage, and Immigration Status for Public Benefits*, (HCD-Form 1); (2) a copy of one of the documents on the enclosed List A or B, showing U.S. citizenship or qualified alien status; and (3) a \$13.00 applicant verification fee. Failure to submit one or more of the required items may result in processing delays.

Scroll below to find the HCD Form 1 and the Lists A and B.

If you have any questions regarding these new requirements, please call the Occupational Licensing Office at 916-323-9803.

Sincerely,
Craig L. Cramer
Occupational Licensing Program Manager

STATEMENT OF CITIZENSHIP, ALIENAGE, AND IMMIGRATION STATUS IN SUPPORT OF A REQUEST FOR STATE PUBLIC BENEFITS

Print Name of Applicant (Applicant is the person who wants a license, certificate, approval or permit to operate)	Date
Print Name of Person Acting for Applicant, if any	Relationship to Applicant
Type of Application (check all that apply)	
<input type="checkbox"/> MANUFACTURER LICENSE <input type="checkbox"/> DEALER LICENSE <input type="checkbox"/> SALESPERSON LICENSE <input type="checkbox"/> 90-DAY CERTIFICATE <input type="checkbox"/> PERMIT TO OPERATE MOBILEHOME PARK	<input type="checkbox"/> COURSE PROVIDER APPROVAL <input type="checkbox"/> INSTRUCTOR APPROVAL <input type="checkbox"/> THIRD-PARTY AGENCY APPROVAL <input type="checkbox"/> QUALITY ASSURANCE INSPECTOR APPROVAL <input type="checkbox"/> PERMIT TO OPERATE EMPLOYEE HOUSING

CITIZENSHIP/IMMIGRATION STATUS DECLARATION

Citizens and nationals of the United States who meet all eligibility requirements may receive Occupational Licenses, Certificates, Approvals and/or Permits to Operate and must fill out SECTIONS A and D.

Aliens who meet all eligibility requirements may also receive Occupational Licenses, Certificates, Approvals and/or Permits to Operate and must complete SECTIONS A, B, and D, and if necessary, SECTION C of this form.

SECTION A: CITIZENSHIP/IMMIGRATION STATUS DECLARATION

1. Are you a citizen or national of the United States? Yes No

If the answer to the above question is yes, where were you born? _____
(City/State/Country)

2. To establish citizenship or nationality, please submit a legible and unaltered copy of one of the documents on LIST A.

IF YOU ARE A CITIZEN OR NATIONAL OF THE UNITED STATES, GO DIRECTLY TO SECTION D. IF YOU ARE AN ALIEN, PLEASE COMPLETE SECTION B (on page 2), AND, IF NECESSARY, SECTION C (on page 3).

SECTION B: ALIEN STATUS DECLARATION

IMPORTANT: Please indicate your alien status below, and submit documents evidencing such status. The alien status documents listed for each category are the most commonly used documents that the United States Immigration and Naturalization Service (INS) provides to aliens in those categories. You can provide other acceptable evidence of your alien status even if not listed below.

An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:

- INS Form 1-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
- Unexpired Temporary 1-551 stamp in foreign passport or on INS Form 1-94.

An alien who is granted asylum under section 208 of the INA. Evidence includes:

- INS Form 1-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- INS Form 1-688B (Employment Authorization Card annotated “274a.12(a)(5)”.
- INS Form 1-766 (Employment Authorization Document) annotated “A5”.
- Grant letter from the Asylum Office of INS; or
- Order of an immigration judge granting asylum.

A refugee admitted to the United States under section 207 of the INA. Evidence includes:

- INS Form I-94 annotated with stamp showing admission under s207 of the INA;
- INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”.
- INS Form I-766 (Employment Authorization Document) annotated “A3”; or
- INS Form 1-571 (Refugee Travel Document).

An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:

- INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

An alien whose deportation is being withheld under section 243(h) of the INA (as in effect immediately prior to September 30, 1996) of Section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:

- INS Form 1-688B (Employment Authorization Card) annotated “247a. 12(a)(10)”.
- INS Form 1-766 (Employment Authorization Document) annotated “A10”; or
- Order form an immigration judge showing deportation withheld under s243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under s241(b)(3) of the INA.

An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:

- INS Form 1-94 with stamp showing admission under s203(a)(7) of the INA;
- INS Form 1-688B (Employment Authorization Card) annotated “274a. 12(a)(3)”;
- INS Form I-766 (Employment Authorization Document) annotated “A3.”

An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:

- INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or
- INS Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA.

An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form 1-94 showing this status.)

An alien not in categories 1 through 8 who has been admitted to the United States for a limited period of time (a non-immigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.)

SECTION C: DECLARATION FOR BATTERED ALIENS

IMPORTANT: Complete this section if the applicant, the applicant’s child or the applicant child’s parent has been battered or subjected to extreme cruelty in the United States.

Has the INS or the EOIR granted a petition or application filed by or on behalf of the applicant, the applicant’s child, or the applicant child’s parent under the INA or found that a pending petition sets forth a prima facie case? Evidence includes one of the documents on List B (attached hereto).

- Has the applicant, the applicant’s child, or the applicant child’s parent has been battered or subjected to extreme cruelty in the United States by a spouse or parent, or by a spouse’s or parent’s family member living in the same house (where the spouse or parent consented to, or acquiesced in the battery or cruelty)?

SECTION D: DECLARATION

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant’s Signature: _____ Date: _____

Signature of Person
Acting For Applicant: _____ Date: _____

LIST A - Acceptable Documents To Establish U.S. Citizenship

A person who is a citizen or national of the United States should submit one of the following:

A. Primary evidence

- A birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain’s Island or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.;
- United States passport (except limited passports, which are issued for periods of less than five years);
- Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- Certificate of birth (FS.545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350) (issued by the Department of State), copies of which are available from the Department of State;
- Certificate of Naturalization (N-550 or N-570) (issued by the INS through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized: the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual’s name has been changed);
- Certificate of Citizenship (N-560 or N-561) (issued by the INS to individuals who derive U.S. citizenship through a parent: the N-561 is a replacement certificate issued when the N-560 has been lost or mutilated or the individual’s name has been changed);
- United States Citizen Identification Card (I-197) (issued by the INS until April 7, 1983, to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179 last issued in February 1974);
- Northern Mariana Identification Card (issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 3, 1986);
- Statement provided by a U.S. consular officer certifying that the individual is a U.S. citizen (this is given to an individual born outside the U.S. who derives citizenship through a parent but does not have an FS-240, FS-545 or DS-1350); or American Indian Card with a classification code “KIC” and a statement on the back (identifying U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

B. Secondary evidence

If you cannot present one of the documents listed in A above, the following may be relied upon to establish U.S. citizenship or nationality:

- Religious record recorded in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain’s Island or the Northern Mariana Islands (unless you were born to foreign diplomats residing in such jurisdiction) within three months after birth showing that the birth occurred in such jurisdiction and the date of birth or your age at the time the record was made;
- Evidence of civil service employment by the U.S. government before June 1, 1976;
- Early school records (preferably from the first school) showing the date of admission to the school, your name and date of birth, and the name(s) and place(s) of birth of your parent(s);
- Census record showing name, U.S. citizenship or a U.S. place of birth, and date of birth or age of applicant;

- Adoption Finalization Papers showing your name and place of birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (unless you were born to foreign diplomats residing in such a jurisdiction); or
- Any other document that establishes a U.S. place of birth or in some way indicates U.S. citizenship (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (unless you were born to foreign diplomats residing in such a Jurisdiction).

C. Collective naturalization

If you cannot present one of the documents listed in A or B above the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899, and your statement that you were residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that you were a Puerto Rican citizen and your statement that you were residing in Puerto Rico on March 1, 1917, and that you did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the US Virgin Island, and your statement of residence in the U.S., a possession or the U.S. Vrgin Island on February 25, 1927.
A refugee admitted to the United States under section 207 of the INA. Evidence includes:
- INS Form I-94 annotated with stamp showing admission under s207 of the INA;
- INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)".
- INS Form I-766 (Employment Authorization Document) annotated "A3"; or
- INS Form I-571 (Refugee Travel Document).

An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:

- INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

An alien whose deportation is being withheld under section 243(h) of the INA (as in effect immediately prior to September 30, 1996) of Section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:

- INS Form I-688B (Employment Authorization Card) annotated "247a. 12(a)(10)".
- INS Form I-766 (Employment Authorization Document) annotated "A 10": or
- Order form an immigration judge showing deportation withheld under s243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under s241(b)(3) of the INA.

An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:

- INS Form I-94 with stamp showing admission under s203(a)(7) of the INA;
- INS Form I-688B (Employment Authorization Card) annotated "274a. 12(a)(3)"; or
- INS Form I-766 (Employment Authorization Document) annotated "A3."

An alien who is a Cuban and Haitian entrant (as defined in section 50 1(e) of the Refugee Education Assistance Act of 1980).

Evidence includes:

- INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or
- INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.)

An alien not in categories I through 8 who has been admitted to the United States for a limited period of time (a non-immigrant). Non-immigrants are persons who have temporary status for a specific purpose.

(Evidence includes INS Form I-94 showing this status.)

SECTION C: DECLARATION FOR BATTERED ALIENS

IMPORTANT: Complete this section if the applicant, the applicant's child or the applicant child's parent has been battered or subjected to extreme cruelty in the United States.

Has the INS or the EOIR granted a petition or application filed by or on behalf of the applicant, the applicant's child, or the applicant child's parent under the INA or found that a pending petition sets forth a prima facie case? Evidence includes one of the documents on List B (attached hereto).

Has the applicant, the applicant's child, or the applicant child's parent has been battered or subjected to extreme cruelty in the United States by a spouse or parent, or by a spouse's or parent's family member living in the same house (where the spouse or parent consented to, or acquiesced in the battery or cruelty)?

SECTION D: DECLARATION

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature: _____ Date: _____

Signature of Person
Acting For Applicant: _____ Date: _____

LIST B - Acceptable Documents To Establish Qualified Alien Status

A. Documentation evidencing an approved petition or application

- INS Form 1-551 ("Resident Alien Card" or "Alien Registration Receipt Card", commonly known as a "green card") with one of the following INS class of admission ("COA") codes printed on the front of a white card or the back of a pink card: ARI, AR6, C20 through C29, CFI, CF2, CR1, CR2, CR6, CR7, CX1 through CX3, CX6 through CX8, F20 through F29, FX1 through FX3, FX6 through FX8, IF1, IF2, IR1 through IR4, IR6 through IR9, IW1, IW2, IW6, IW7, MR6, MR7, P21 through P23, or P26 through P28.
- INS Form 1-551 with one of the following COA codes stamped on the lower left side of the back of a pink card: IBI through IB3, IB6 through IB8, B] I, B12, B16, B17, B20 through B29, B31 through B33, B36 through B38, BXI through BX3, or EX6 through EX8.
- INS Form 1-551 with COA code Z13.
- Unexpired temporary 1-551 stamp in foreign passport or on INS Form 1-94 with one of the COA codes specified in the Subsections (1)-(3), above.
- INS Form 1-797 indicating approval of an INS 1-130 petition (only 1-130 petitions describing the following relationships may be accepted: husbands or wives of U.S. citizens or lawful permanent residents (LPR), unmarried children under 21 years old of U.S. citizens or LPRs, or unmarried children 21 or older of LPRs), or approval of an I-360 petition (only 1-360 approvals based on status as a widow/widower of a U.S. citizen or as a self-petitioning spouse or child of an abusive U.S. citizen or LPR may be accepted).
- A final order of an immigration Judge or the Board of Immigration Appeals granting suspension of deportation under section 244(a)(3) of the INA as in effect prior to April 1, 1997, or cancellation of removal under section 240A(b)(2) of the INA.

B. Documentation demonstrating that you have established a prima facie case for legal residency with the INS

INS Form 1-797 indicating that you have established a prima facie case, or
An Immigration Court or Board of Immigration Appeals order indicating that you have established a prima facie case for suspension of deportation under INA section 244(a)(3) as in effect prior to April 1, 1997, or cancellation of removal under Section 240A(b) (2) of the INA.

C. Documentation indicating that you have filed a petition for legal residency or that a petition has been filed on the applicant's behalf as applicable, but with no evidence of approval of the petition or establishment of a prima facie case

Applicants with petitions filed before June 7, 1997. must have an INS Form 1-797 indicating filing of the 1-360 petition by self-petitioning spouse (or child) of abusive U.S. citizen or lawful permanent resident; a file-stamped copy of the petition, or another document demonstrating filing (including a cash register or computer-generated receipt indicating filing of Form 1-360).

Applicants with petitions filed after June 7, 1997, should have an INS Form 1-797 indicating filing of the 1-360 petition.

D. Documentation indicating that you filed a petition or that a petition was filed on your behalf as applicable

The following must indicate that you are the widow/widower of a U.S. citizen, the husband or wife of a U.S. citizen or LPR, the unmarried child under age 21 of a U.S. citizen or LPR, or the unmarried child age 21 or older of an LPR:

- For aliens on whose behalf a petition has been filed: INS Form 1-797 indicating filing of an INS 1-130 petition, a file-stamped copy of the petition, or another document demonstrating filing (including a cash register or computer-generated receipt indicating filing of Form 1-130).
- For self-petitioning widows or widowers: a file-stamped copy of the INS 1-360 petition, or another document demonstrating filing (including a cash register or computer-generated receipt indicating filing of Form 1-360).

F. Documentation indicating that the INS has initiated deportation or removal proceedings in which relief may be available, such as:

- An "Order to Show Cause";
- A "Notice to Appear; or
- A "Notice of Hearing in Deportation Proceeding."
- A signed statement indicating residence in the U.S. Virgin Islands as a Danish citizen on January 17, 1917, and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that you did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and your statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, [TIP] citizenship and residence in the NM], the U.S., or a U.S. territory or possession on November 3, 1986, and your statement that you did not owe allegiance to a foreign state on November 4, 1986; Evidence of TTPI citizenship, continuous residence in the NM] since before November 3, 1981, voter registration prior to January 1, 1975, and your statement that you did not owe allegiance to a foreign state on November 4, 1986; or
- Evidence of continuous domicile in the NMI since before January 1, 1974, and your statement that you did not owe allegiance to a foreign state on November 4, 1986. Note: If you entered the NM] as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and you are not a U.S. citizen.

D. Derivative citizenship

If you cannot present one of the documents listed in A or B above, a determination of derivative U.S. citizenship may be made in the following situations with supporting documentation:

You were born abroad to two U.S. citizen parents:

- Evidence of the U.S. citizenship of your parents and your relationship to your parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to your birth.

You were born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:

- Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to your birth.

You were born out of wedlock abroad to a U.S. citizen mother:

- Evidence of the U.S. citizenship of your mother, evidence of your relationship to your mother and, for births on or before December 24, 1952, evidence that your mother resided in the U.S. prior to your birth or, for births after December 24, 1952, evidence that your mother had resided, prior to your birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904, and before October 1, 1979, and evidence that one parent was a U.S. citizen at the time of your birth; or

- A birth certificate showing birth in the Republic Of Panama on or after February 26, 1904, and before October 1, 1979, and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

All other situations where an applicant claims to have a U.S. citizen parent and an alien parent or claims to fall within one of the above categories but is unable to present the listed documentation:

- If you are in the U.S., contact the local INS office for determination of U.S. citizenship; or
- If you are outside the U.S., contact the State Department for a U.S. citizenship determination.

E. Adoption of foreign born child by U.S. citizen

- If your birth certificate shows a foreign place of birth and you cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship; or
- Since foreign born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, you should go to your local INS district office for a determination of U.S. citizenship if you have no evidence of U.S. citizenship.

F. U.S. citizenship by marriage

- If you acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922, submit evidence of U.S. citizenship of your spouse, and evidence showing the marriage occurred before September 22, 1922.

Note: If your spouse was an alien at the time of the marriage and became naturalized before September 22, 1922, you also acquired naturalized citizenship. If the marriage terminated, you maintained U.S. citizenship if you were residing in the U.S. at that time and continued to reside in the U.S.