

Department of Housing and Community Development  
Division of Codes and Standards-Occupational Licensing Program

## Information Bulletin 98-04 (MH, OL)

TO: Third-Party Agencies, Manufactured Home Manufacturers, Dealers and Salespersons, Commercial Coach Manufacturers, Dealers and Salespersons, Continuing Education Course Provider and Instructors, Interested Parties, Division Staff

### **SUBJECT: EMERGENCY REGULATIONS-APPLICANT QUALIFICATION VERIFICATION**

The Department of Housing and Community Development, Division of Codes and Standards, will be adopting emergency regulations to be effective on April 6, 1998, imposing new requirements on individual licensees and agents of the Division. These new regulations implement the Citizenship and alienage verification requirements of federal law known as *The Personal Responsibility and Work Opportunity Reconciliation Act of 1996* (Public Law No. 104-193, 8 U.S.C. §1621), Commonly referred to as the *Welfare Reform Act*.

Effective April 6, 1998, these regulations will require an individual making application for a license to perform as a manufactured home or commercial coach manufacturer, dealer, or salesperson, or for approval to perform on behalf of the Division as a Quality Assurance Agency, Design Approval Agency, or Quality Assurance Inspector, or Preliminary or Continuing Education Provider or Instructor, to submit documentation of U.S. Citizenship, or qualified alien status. The requirement will be imposed upon individuals already licensed or approved, when making application for renewal of their license or approval. Licensees and agents of the Division who are corporations or partnerships, are not subject to the new requirements.

New application forms will be provided by the Division that will explain the new requirement and provide examples of acceptable documentation to be submitted. For most applicants who are U.S. citizens, a copy of a birth certificate will suffice. For applicants who are aliens, and not a U.S. citizen, a copy of a current alien document issued by the U.S. Immigration and Naturalization Service, will be required.

Copies of the new regulations will be available once they are filed with the Office of Administrative Law in approximately mid-March and questions regarding these new regulations may be referred to the Division's Manufactured Housing Program Manager, George Macias, at (916) 445-3338.

/s/ Travis Pitts

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