

# Guidelines for Immigration Compliance and Reporting Requirements

(Revised: December 2024)



# DOAA

Georgia Department  
of Audits & Accounts

## Overview

During the 2024 Session of the General Assembly, the Legislature enacted House Bill 1105. This bill enacted certain compliance requirements on law enforcement departments within the State, and now requires them to certify their compliance with the new provisions within the annual immigration compliance reporting process that is managed by the Department of Audits and Accounts.

The new reporting requirements have been incorporated into the immigration collection system. Additionally, the Department of Audits and Accounts has redesigned the system. This document provides you a step-by-step navigation through the redesigned collection system to assist you in completing the required annual report.

You may click within the Table of Content links to be directed to a specific section of the report.

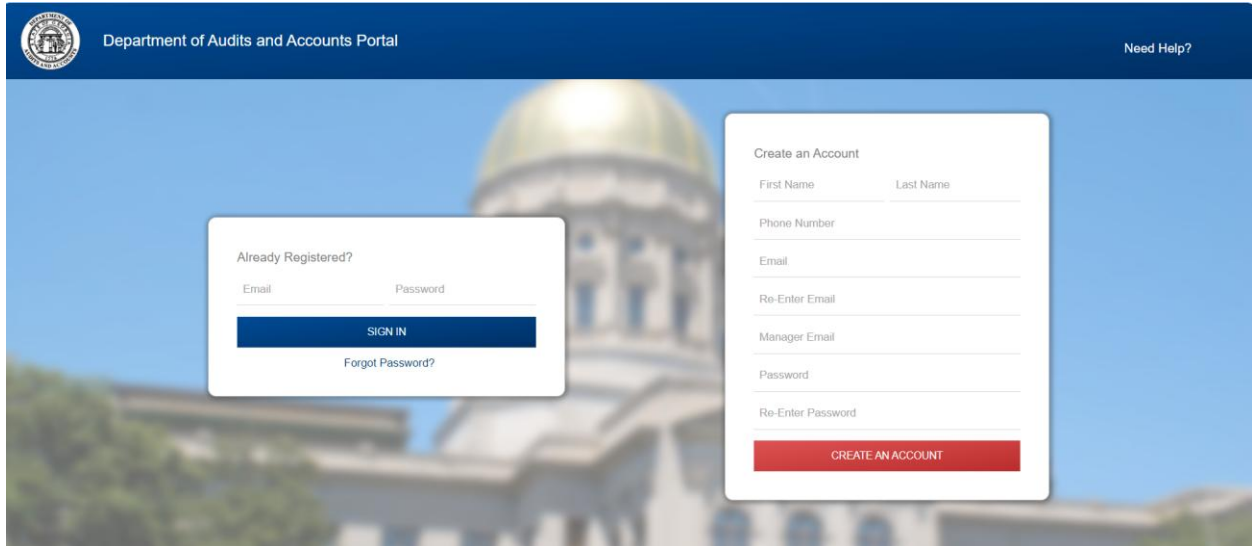
## Table of Contents

Creating an Account to Access the Immigration Collection System	Page	3
The Collection System Home Page	Page	6
Section 1 – Enter/Confirm E-Verify Number	Page	7
Section 2 – Title 13 – E-Verify Contractor Reporting	Page	8
Section 3 – Issuance of Business Licenses	Page	12
Section 4 – Title 50: Public Benefits	Page	16
Section 5 – Sanctuary Policy	Page	20
Section 6 – Law Enforcement Reporting	Page	23
Report Completion	Page	30

# Creating an Account to Access the Immigration Collection System

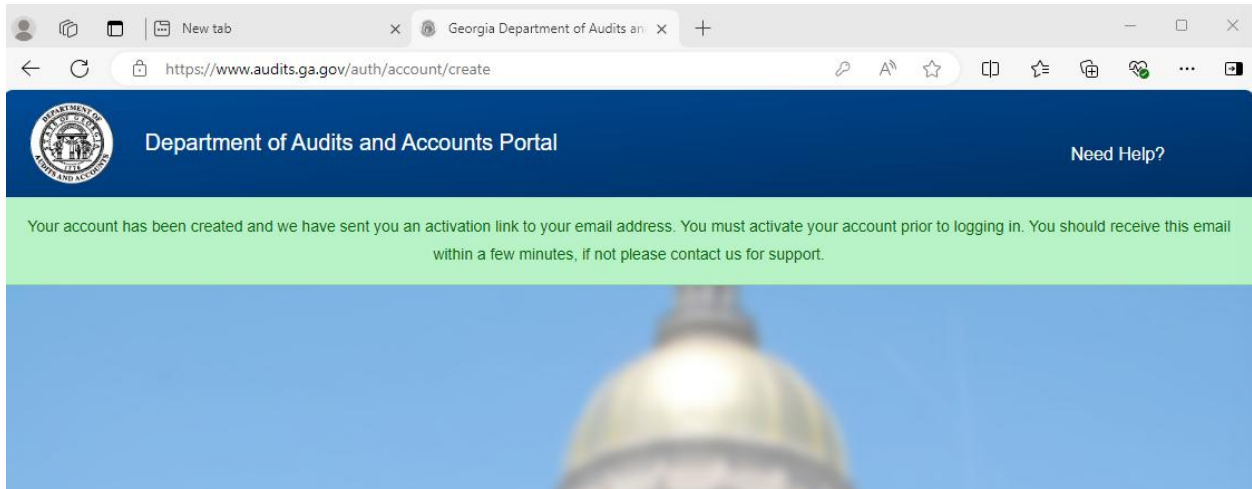
You can access the Immigration Collection System at the following link: [Georgia Department of Audits and Accounts](https://www.audits.ga.gov/audit/login.aud) The actual website is: <https://www.audits.ga.gov/audit/login.aud>

When you enter this website, you will see the following page.



On the left side of the page, you can log in if you already have an account. If you do not have an account, you can create one on the right side of the page.

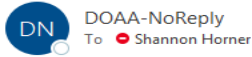
Once you complete the required information to create an account, you will receive a notice that your account has been created and that you will receive an activation link via email.



Within 15 minutes, you should receive an email from the Department of Audits and Accounts. Please check your spam and junk mailboxes if you do not see it.

Here is an example of the email you will receive from the Department of Audits and Accounts.

Department of Audits and Accounts - Account Verification.



Dear SHANNON,

You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:

<https://www.audits.ga.gov/auth/account/activate/4ccf25dc-531d-42f7-85d0-8cbface3f191>

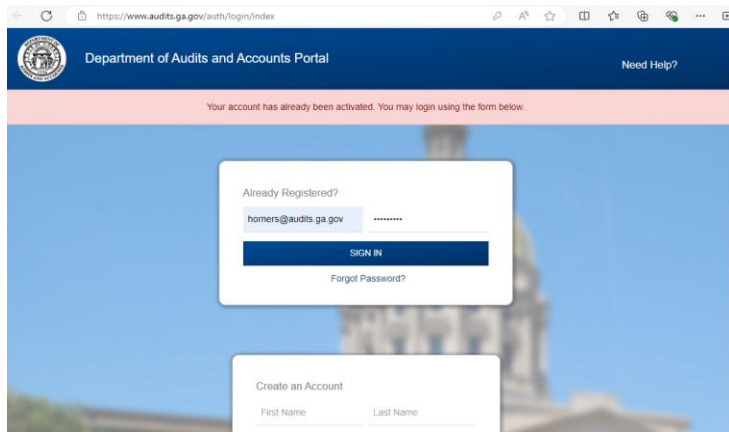
**OR**

you can manually go to <https://www.audits.ga.gov/auth/account/activate>

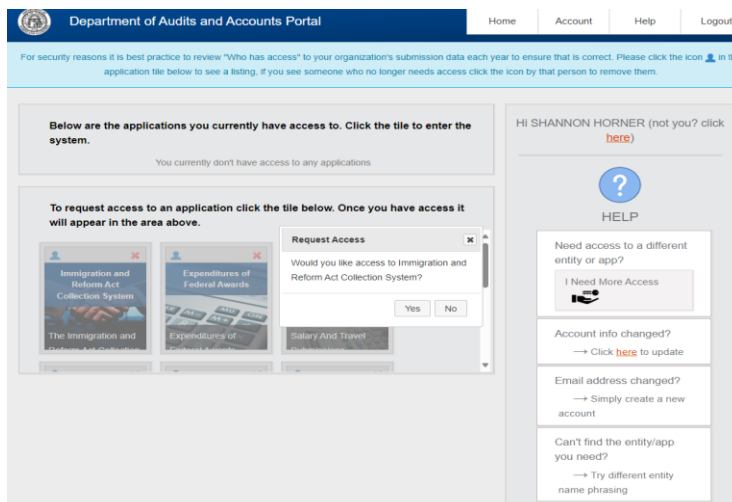
then, copy and paste the following code into the text field: **4ccf25dc-531d-42f7-85d0-8cbface3f191**

Thank you very much!

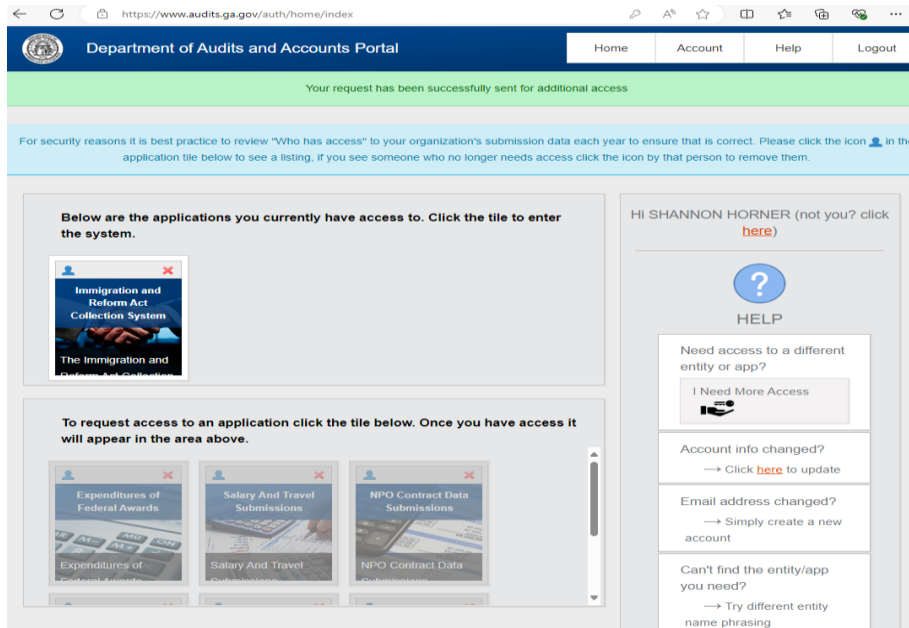
You may activate your account by clicking on the link that will be in the email. Once you have activated your account, you will be taken back to the submission portal. At this point, you can log in using your email and the password you created. The screen should look like the picture below.



Upon logging in, you will see the screen below. Although you now have an account, you will need to identify the collection systems for which you are requesting access. Click the Immigration and Reform Act Collection System. Then click "Yes."



Your screen will show that you now have access to your entity's Immigration and Reform Act Collection System as shown in the picture below

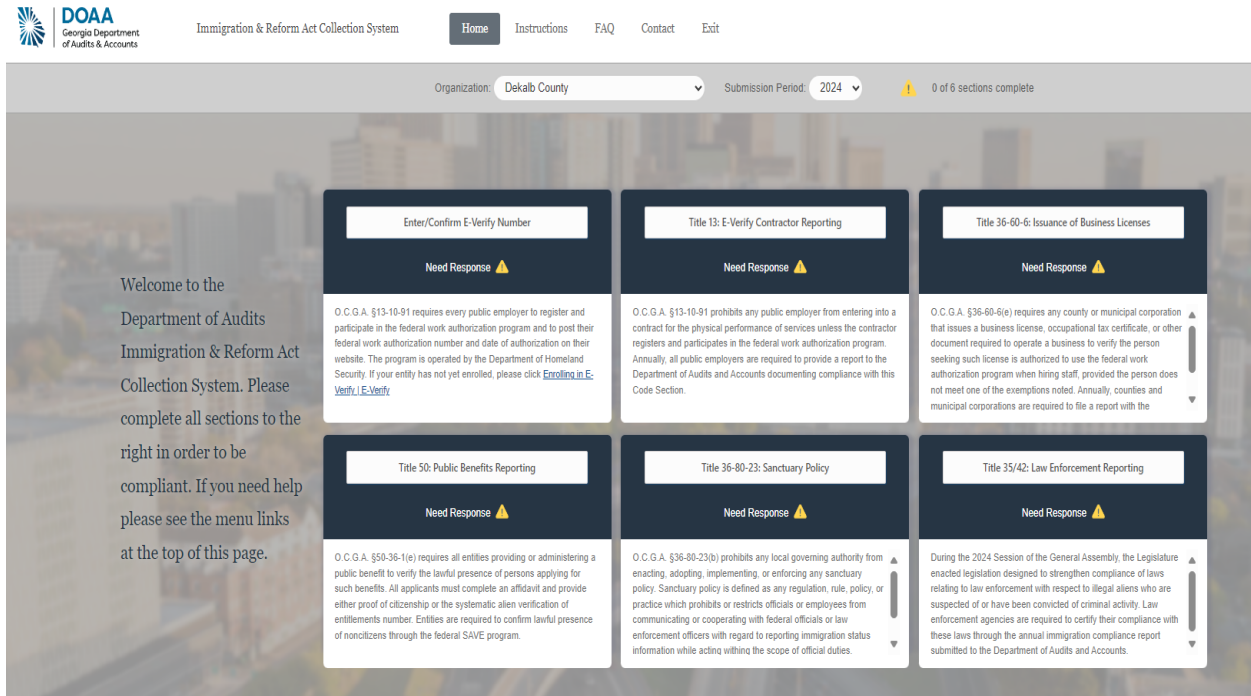


When you click on the tile, you will see the Immigration Collection System home page and you may begin entering/submitting your reports.

# The Collection System Home Page

You can access the Immigration Reporting Collection System by clicking this link: [Georgia Department of Audits and Accounts](#). Please remember, you must have an active account to access the system. If you do not, please see the preceding section to create an account.

The Department of Audits and Accounts has updated the design of the collection system for 2024. When you access your account, you will see the following home page.



For each section, the progress level will be stated:

- Need Response
- Started
- Confirmed
- Not Required (Used when an entity is exempt from a specific reporting requirement.)

When you hover over the white rectangular box with the title, you will receive a message to “click to enter the section.”

We have also added some language explaining the purpose of the section.

A new section has been added to address the compliance and reporting requirements outlined in HB 1105, which was passed during the 2024 session of the General Assembly.

## Section 1 – Enter/Confirm E-Verify Number

When you click in the rectangle, you will see a screen with your entity's E-Verify number and date of authorization. This information was populated from the most recent report submitted to DOAA.

Organization: Dodge County Submission Period: 2024

Confirm E-Verify Number | Step 1 of 1  
Dodge County: *Need Response*

Please provide / confirm an E-Verify number and authorization date for your organization:

E-Verify Number:  **i** The entity's E-Verify is located on your entity's website, along with the date of authorization from the Department of Homeland Security. If you cannot locate the number on your website, please contact your HR department to verify the information.

Authorization Date:  **i** This is the date your entity was assigned an E-Verify number from the Department of Homeland Security.

Do Not Qualify:  **i** No E-Verify number has been assigned since the entity does not meet the criteria established by the Department of Homeland Security to obtain such number.

[Go Home](#) [Confirm](#)

If the information is not correct, or has not been entered, please enter the correct information and click confirm. Your HR Department will know the entity's E-Verify number and date of authorization.

Once you click confirm, you will see the screen below, which notes who completed the section and the date/time of completion.

Confirm E-Verify Number | Step 1 of 1  
Dodge County: *Confirmed* (by Carol Schwinne)

Please provide / confirm an E-Verify number and authorization date for your organization:

The E-Verify section for 2024 has been **completed** by **Carol Schwinne** on **10-20-2024 8:26 PM**.

E-Verify Number:  **i** The entity's E-Verify is located on your entity's website, along with the date of authorization from the Department of Homeland Security. If you cannot locate the number on your website, please contact your HR department to verify the information.

Authorization Date:  **i** This is the date your entity was assigned an E-Verify number from the Department of Homeland Security.

Do Not Qualify:  **i** No E-Verify number has been assigned since the entity does not meet the criteria established by the Department of Homeland Security to obtain such number.

[Go Home](#) [Confirm](#)

Once confirmed, click the "Go Home" button shown above to return to the Home Page. This will allow you to access a new section of the report.

## Section 2 – Title 13 – E-Verify Contractor Reporting

When you click on the Title 13 tile on the home page, you will see the following screen. Step 1 of 3 requires you to answer whether your entity entered into any contracts for the “physical performance of services” during the reporting period. Respond “Yes” or “No” to the question and then click “Next.”

The screenshot shows the 'Title 13 E-Verify Contractor Reporting | Step 1 of 3: Opening Question' interface. At the top, it identifies the user as 'Liberty County Board of Education' with a 'Need Response' status by Carol Schwinne. Below this, a lightbulb icon indicates a clarification: 'OCGA 13-10-91 prohibits any contractor from entering into a contract with a public employer for the "physical performance of services" unless the contractor registers and participates in the federal work authorization program.' Another lightbulb icon explains 'OGGA 13-10-90 defines "physical performance of services" as the performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99. Services include, but are not limited to, public works and construction, professional services, IT and maintenance services, support services, etc. The Code Section does allow for certain limited exceptions.' The main question asks: 'During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Liberty County Board of Education) enter into any contracts for the "physical performance of services" as defined in O.C.G.A. §13-10-90? "Entity" includes all divisions and departments that are part of your entity's budget, including all law enforcement operations that are part of the entity's budget.' Below the question are two radio buttons for 'Yes' and 'No'. At the bottom is a 'Next' button with a right-pointing arrow.

(Note: When you see the lightbulb icon shown below, we have offered some clarification and/or guidance regarding the compliance and reporting requirements.)

When answering this question, the entity needs to respond on behalf of all components of the entity’s official budget (for counties, this would include their county sheriff’s office).

### ***If you answer “Yes” to the Step 1 of 3 question...***

Step 2 of 3 requires you to enter the contractor information. Here, you can upload a file with all contracts and required information (Option 1). Or, you can manually enter the data (Option 2). This process is consistent with previous years.

The screenshot shows the 'Title 13 E-Verify Contractor Reporting | Step 2 of 3: Submission' interface for 'Dodge County' started by Carol Schwinne. It offers two options: 'Option 1: Upload a file' and 'Option 2: Directly input your data'. Option 1 includes instructions: 'Select here to upload the defined file type. You can find the file format by following the Instructions link at the top of this screen.' and 'You will only be able to upload one file for your organization. If you need to add more records after a file upload, you will be able to add them using the direct entry.' It features a 'Choose File' button and a 'No file chosen' status. Option 2 states: 'This option allows you to directly input your data into an online form within the system.' and includes an image of hands typing on a laptop. It has an 'Add Record' button with a plus sign. A 'Back' button with a left-pointing arrow is at the bottom.

Below is an example of what you may see once you upload or manually enter contract information. Once you have reported all contracts, click "Next to Confirm".

**Title 13 E-Verify Contractor Reporting | Step 2 of 3: Submission**  
 Dodge County: *Started* (by Carol Schwinne)

Name:  E-Verify:  Error Category: --Please select-- Filter Clear 1 total record(s)

Name	E-Verify Number	Exempt	Date of Contract	Contract Number	Contract Amount
ABC Contractor	1234567	No	10/20/2024	2024-2	\$10,000.00

Delete All 
Add Record

← Back
Export 
Next to Confirm →

In Step 3, you will confirm your report. You will see information regarding the number of contracts reported. If you are satisfied with your submission, click "Confirm."

**Title 13 E-Verify Contractor Reporting | Step 3 of 3: Confirmation Needed**  
 Dodge County: *Started* (by Carol Schwinne)

Your entity (Dodge County) has entered into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

i

You have input a total of 1 record(s) for Title 13

!

Please confirm your answers and click "Confirm" below to complete the process for this section.

Back ←
Confirm

You will then see the final confirmation screen shown below. Click "Back" to return to the previous step. Click "Reset Status" to remove the confirmed status. Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

**Title 13 E-Verify Contractor Reporting | Step 3 of 3: Confirmed**  
 Dodge County: *Confirmed* (by Carol Schwinne)

Your entity (Dodge County) has entered into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

i

You have input a total of 1 record(s) for Title 13

✔

The Title 13 section for 2024 has been **completed** by Carol Schwinne on 10-20-2024 8:54 PM.

Back ←
Reset Status 
Go Home

**If you answer "No" to the Step 1 of 3 question...**

Title 13 E-Verify Contractor Reporting | Step 1 of 3: *Opening Question*  
Dodge County: *Started* (by Carol Schwinne) ⌵

 **OCGA 13-10-91** prohibits any contractor from entering into a contract with a public employer for the "physical performance of services" unless the contractor registers and participates in the federal work authorization program.

**OGGA 13-10-90** defines "physical performance of services" as the performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99. Services include, but are not limited to, public works and construction, professional services, IT and maintenance services, support services, etc. The Code Section does allow for certain limited exceptions.

During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Dodge County) enter into any contracts for the "physical performance of services" as defined in O.C.G.A. §13-10-90? "Entity" includes all divisions and departments that are part of your entity's budget, including all law enforcement operations that are part of the entity's budget.


Yes  No


Next →

You will bypass Step 2 and be directed to Step 3 of 3. If you are satisfied that your entity did not enter into contracts for the 'physical performance of services during the reporting period, click "Nothing to Submit."

Title 13 E-Verify Contractor Reporting | Step 3 of 3: *Confirmation Needed*  
Dodge County: *Started* (by Carol Schwinne) ⌵

Your entity (Dodge County) has not entered into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

 Based on your answers, you are not required to submit any data for this reporting period.


 Please confirm your answers are correct and press "Nothing to Submit" to complete the process.


Back ← Nothing to Submit ✓

This will direct you to the final confirmation page for the Title 13 compliance reporting requirement.

Title 13 E-Verify Contractor Reporting | Step 3 of 3: *Confirmed*  
Dodge County: *Confirmed* (by Carol Schwinne) ⌵

Your entity (Dodge County) has not entered into contracts for the "physical performance of services" as defined in OCGA 13-10-90 during the reporting period (December 1, 2023 - November 30, 2024).

 Based on your answers, you are not required to submit any data for this reporting period.

 The Title 13 section for 2024 has been **completed** by **Carol Schwinne** on **10-20-2024 9:01 PM**.

Back ← Reset Status ↻ Go Home 🏠

Your Home Page tile for Title 13: E-Verify Contractor Reporting will now show confirmed as shown below.



Title 13: E-Verify Contractor Reporting

Confirmed  

by: Carol Schwinne (10-20-2024 9:01 PM)

O.C.G.A. §13-10-91 prohibits any public employer from entering into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Annually, all public employers are required to provide a report to the Department of Audits and Accounts documenting compliance with this Code Section.

## Section 3 – Issuance of Business Licenses

When you click on the Issuance of Business Licenses tile on the front page, you will be taken to the following screen. In Step 1 of 3, you will document whether your entity issued any business licenses during the reporting period. Please note, only counties and cities/municipalities are required to complete this section of the report. The home page for all other entity types will be noted as “Not Required.”

On this page, click “Yes” or “No” to indicate if your entity has issued business licenses during the reporting period, and then click “Next”.

Title 36 Issuance of Business Licenses | Step 1 of 3: Opening Question

Acworth, City of: *Need Response* (by Carol Schwinne) ⌵



OCGA 36-60-6 specifies that before any county or municipal corporation issues a business license, occupational tax certificate, or other document required to operate a business to any person, the person shall provide evidence that he or she is authorized to use the federal work authorization program or evidence that the provisions of this Code section do not apply. The provision would not apply if the person to businesses with 10 or fewer employees.

During the reporting period (December 1, 2023 - November 30, 2024), did your entity (Acworth, City of) issue any business licenses, occupational tax certificates, or other documents(s) required to operate a business to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6?

Yes

No

Next →

### ***If you answered “Yes” to the Step 1 of 3 question...***

If you answered “Yes,” you will be directed to Step 2 of 3. In this Step, you will enter all required information pertaining to the business licenses issued during the reporting period. This process can be completed through a file upload or you can manually enter information for each license issued.

Title 36 Issuance of Business Licenses | Step 2 of 3: Submission

Dodge County: *Started* (by eric moody) ⌵

**Option 1: Upload a file**


- 1 Select here to upload the defined file type. You can find the file format by following the instructions link at the top of this screen.
- 2 You will only be able to upload one file for your organization. If you need to add more records after a file upload, you will be able to add them using the direct entry.

Please select a file:  No file chosen

OR

**Option 2: Directly input your data**

- 1 This option allows you to directly input your data into an online form within the system.



Back ←

Once you have entered information for all licenses issued, you will be able to see the information entered/uploaded. If your information is complete, click "Next to Confirm."

Title 36 Issuance of Business Licenses | Step 2 of 3: Submission  
Dodge County: Started (by eric.moody)

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Name: E-Verify: Error Category: --Please select--1 total record(s)

License/Certificate Number	Person Name	Business Name	E-Verify Number	Exempt
12345	Sam Smith	Sam Smith Enterprises	1234567	No

Step 3 of 3 is your confirmation page. Please reverify you have entered all licenses issued during the reporting period. If your information is complete, click "Confirm."

Title 36 Issuance of Business Licenses | Step 3 of 3: Confirmation Needed  
Dodge County: Started (by eric.moody)

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Your entity (Dodge County) has issued business licenses, occupational tax certificates, or other documents(s) required to operate a business during the reporting period (December 1, 2023 - November 30, 2024 ) to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6.

You have input a total of 1 record(s) for Title 36

Please confirm your answers and click "Confirm" below to complete the process for this section.

Once you click "Confirm," you will receive a confirmation screen noting who completed the report, the date/time the report was completed, and the number of business licenses issued and reported. Click "Back" to return to the previous step. Click "Reset Status" to remove the confirmed status. Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

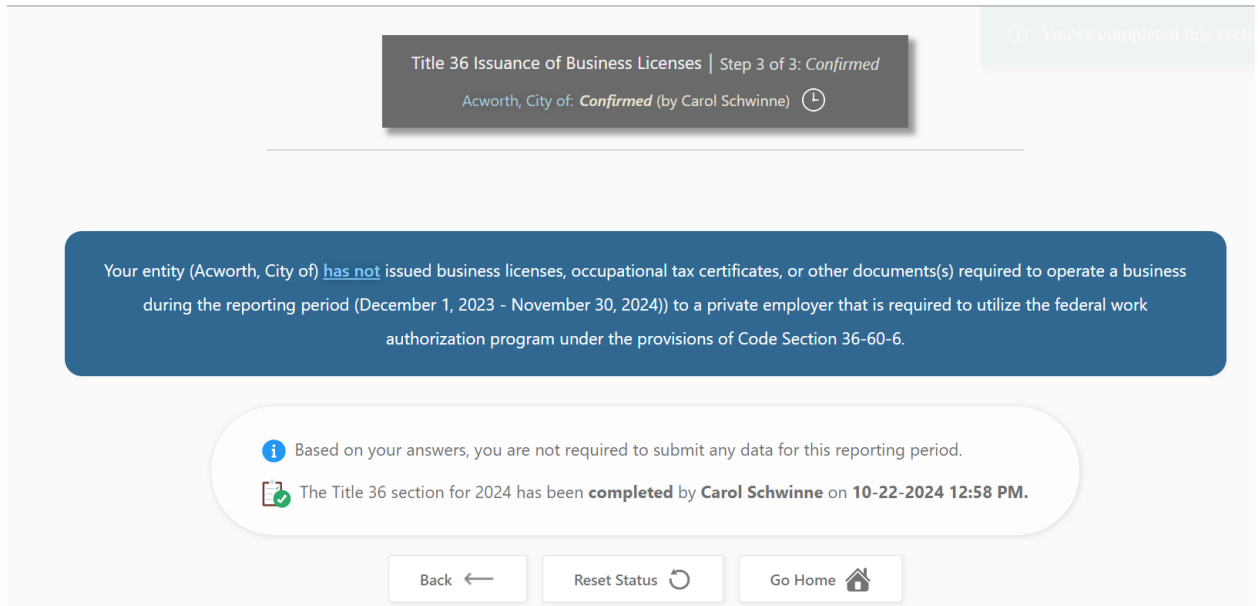
The screenshot shows a confirmation screen for Dodge County. At the top, a dark grey header reads "Title 36 Issuance of Business Licenses | Step 3 of 3: Confirmed" and "Dodge County: Confirmed (by Carol Schwinne)". Below this is a blue information box stating: "Your entity (Dodge County) has issued business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (December 1, 2023 - November 30, 2024) to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6." A white rounded rectangle contains two informational messages: "You have input a total of 1 record(s) for Title 36" and "The Title 36 section for 2024 has been completed by Carol Schwinne on 10-21-2024 10:19 AM." At the bottom, there are three buttons: "Back", "Reset Status", and "Go Home".

**If you answered "No" to the Step 1 of 3 question...**

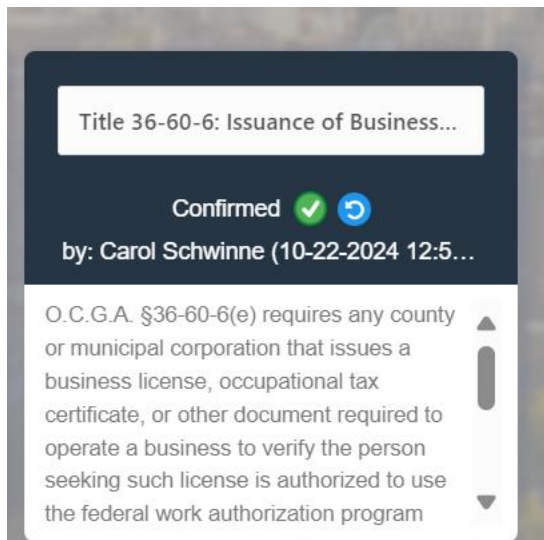
You will automatically be directed to Step 3 of 3 to confirm your response.

The screenshot shows a confirmation screen for Acworth, City of. At the top, a dark grey header reads "Title 36 Issuance of Business Licenses | Step 3 of 3: Confirmation Needed" and "Acworth, City of: Started (by Carol Schwinne)". Below this is a blue information box stating: "Your entity (Acworth, City of) has not issued business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (December 1, 2023 - November 30, 2024) to a private employer that is required to utilize the federal work authorization program under the provisions of Code Section 36-60-6." A white rounded rectangle contains two informational messages: "Based on your answers, you are not required to submit any data for this reporting period." and "Please confirm your answers are correct and press 'Nothing to Submit' to complete the process." At the bottom, there are two buttons: "Back" and "Nothing to Submit".

Once you hit the "nothing to submit" button, the confirmation screen will appear noting who completed the section, the date/time, and a reconfirmation that you were not required to submit any data since your entity did not issue any business licenses during the reporting period.



Click "Back" to return to the previous step. Click "Reset Status" to remove the completed status. Click "Go Home" to return to the Home Page of the Collection System. Your Home Page tile for Title 36-60-6: Issuance of Business Licenses will now show confirmed.



## Section 4 – Title 50: Public Benefits

This section requires entities to identify the public benefits they provide and to note whether the entity has SAVE authorization for each of the public benefits noted. This list is based on the list included in O.C.G.A. §50-36-1.

Step 1 of 4 requires your entity to mark “Yes” or “No” if you offer any of the public benefits noted on the screen. Respond “Yes” or “No” to the question and then click “save and next step”.

Organization: Acworth, City of Submission Period: 2024

Title 50 Public Benefits | Step 1 of 4: Opening Question  
Acworth, City of: *Need Response* (by Carol Schwinn)

During the reporting period (December 1, 2023 - November 30, 2024) did your entity (Acworth, City of) provide any public benefits as defined in Title 50? \*See list below

Yes  No

- Adult education
- Apprenticeships
- Authorization to conduct a commercial enterprise or business
- Business certificate, license, or registration
- Business loan
- Cash allowance
- Disability assistance or insurance
- Down payment assistance
- Energy assistance
- Food stamps
- Gaming license
- Grants
- Health benefits
- Housing allowance, grant, guarantee, or loan
- Loan guarantee
- Medicaid
- Occupational license
- Professional license
- Public and assisted housing
- Registration of a regulated business
- Rent assistance or subsidy
- Retirement benefits
- State grant or loan
- State issued driver's license and identification card
- Tax certificate required to conduct a commercial business
- Temporary Assistance for Needy Families (TANF)
- Unemployment insurance
- Welfare to work

Save & Next Step →

Please note that the Legislature added Apprenticeships to this list during the 2024 Session of the General Assembly.

### **If you answer “Yes” to the Step 1 of 4 question....**

Step 2 of 4 will require you to note which of the public benefits are provided by your entity. Mark all that are provided. Once you mark which benefits are provided by your entity, click “Save and Next Step.”

Title 50 Public Benefits | Step 2 of 4: Submission  
Dodge County: *Started* (by eric moody)

Please select the provided benefits for your organization:

- Adult education
- Apprenticeships
- Authorization to conduct a commercial enterprise or business
- Business certificate, license, or registration
- Business loan
- Cash allowance
- Disability assistance or insurance
- Down payment assistance
- Energy assistance
- Food stamps
- Gaming license
- Grants
- Health benefits
- Housing allowance, grant, guarantee, or loan
- Loan guarantee
- Medicaid
- Occupational license
- Professional license
- Public and assisted housing
- Registration of a regulated business
- Rent assistance or subsidy
- Retirement benefits
- State grant or loan
- State issued driver's license and identification card
- Tax certificate required to conduct a commercial business
- Temporary Assistance for Needy Families (TANF)
- Unemployment insurance
- Welfare to work

← Back Save Save & Next Step →

In Step 3 of 4, you will be asked to note whether your entity has SAVE authorization for each of the public benefits noted. Respond "Yes" or "No" to indicate if your entity has received SAVE Authorization for each public benefit noted. Then click "Save and Next Step."

Title 50 Public Benefits | Step 3 of 4: Submission  
Dodge County: Started (by eric moody)

For the benefits selected, please mark YES if you have received SAVE Program authorization to verify the applicant's lawful presence in the United States. Please mark NO if you have not received SAVE Program authorization.

Energy assistance	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Food stamps	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Rent assistance or subsidy	Yes <input checked="" type="radio"/>	No <input type="radio"/>

← Back   Save   Save & Next Step →

Step 4 of 4 will provide you with a synopsis of the information you reported. If you are satisfied your response is correct, click "Confirm."

Title 50 Public Benefits | Step 4 of 4: Confirmation Needed  
Dodge County: Started (by eric moody)

Your entity (Dodge County) has provided public benefits as defined in Title 50 during the reporting period (December 1, 2023 - November 30, 2024).

- i** You have indicated that your entity provided 3 of the public benefits from those noted in O.C.G.A. §50-36-1(a)(4).
- i** Per this report, your entity has obtained SAVE Program authorization for 2 of these public benefits.
- !** Please confirm your answers and click "Confirm" below to complete the process for this section.

← Back   Confirm ✓

Upon hitting the "Confirm" button, you will receive the confirmation page to show who completed the section, the date/time completed, and a synopsis of the information provided.

Click "Back" to return to the previous step. Click "Reset Status" to remove the completed status. Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

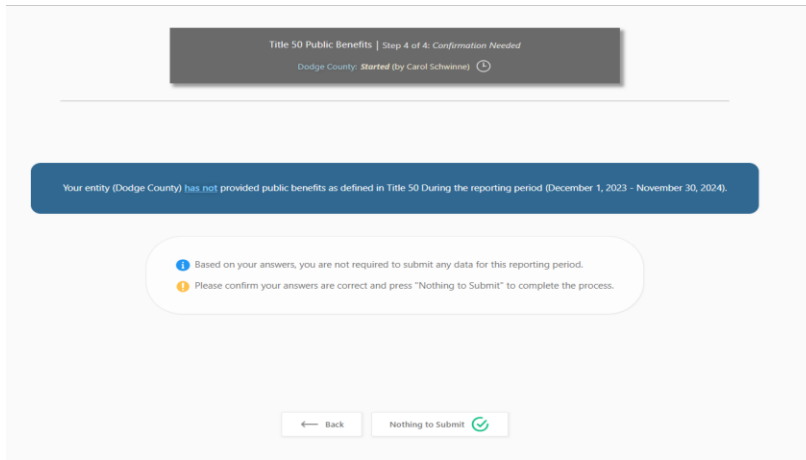
This screenshot shows the completion screen for Dodge County's Title 50 Public Benefits report. At the top, a dark header bar reads "Title 50 Public Benefits | Step 4 of 4: Confirmed" and "Dodge County: Confirmed (by Carol Schwine)". To the right, a green box says "You've completed this section". Below this, a blue box states: "Your entity (Dodge County) has provided public benefits as defined in Title 50 during the reporting period (December 1, 2023 - November 30, 2024)". A white box contains three informational items: 1) "You have indicated that your entity provided 3 of the public benefits from those noted in O.C.G.A. §50-36-1(a)(4).", 2) "Per this report, your entity has obtained SAVE Program authorization for 2 of these public benefits.", and 3) "The Title 50 section for 2024 has been completed by Carol Schwine on 10-21-2024 11:49 AM." At the bottom, there are three buttons: "Back", "Reset Status", and "Go Home".

**If you answer "No" to the Step 1 of 4 question...**

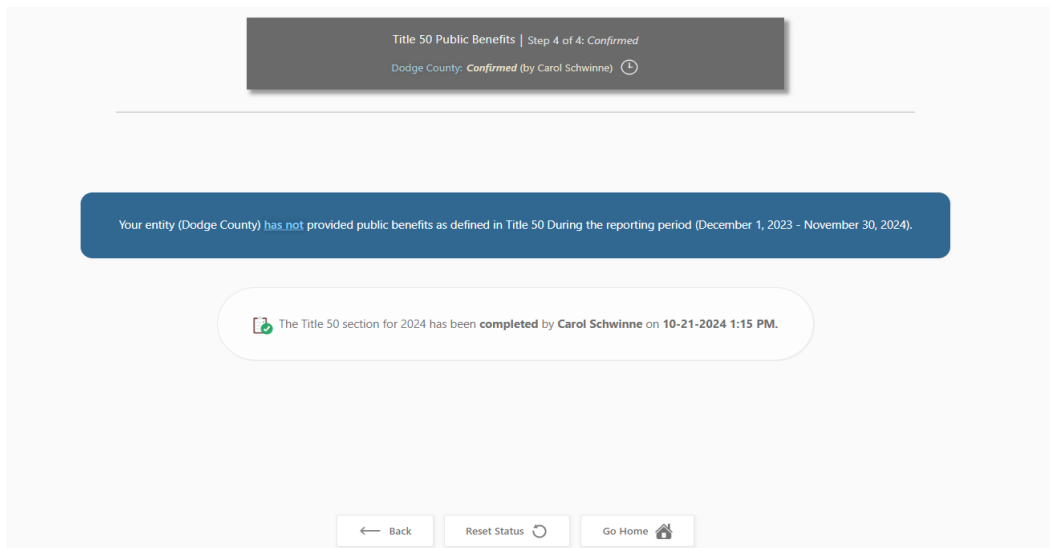
If your entity did not offer any public benefits, select "No" and then click "Save and Next Step"

This screenshot shows the opening question for Acworth, City of's Title 50 Public Benefits report. The header bar reads "Title 50 Public Benefits | Step 1 of 4: Opening Question" and "Acworth, City of: Need Response (by Carol Schwine)". The main question is: "During the reporting period (December 1, 2023 - November 30, 2024) did your entity (Acworth, City of) provide any public benefits as defined in Title 50? \*See list below". Below the question are two radio buttons: "Yes" (selected) and "No". A large white box lists 25 types of public benefits: Adult education, Apprenticeships, Authorization to conduct a commercial enterprise or business, Business certificate, license, or registration, Business loan, Cash allowance, Disability assistance or insurance, Down payment assistance, Energy assistance, Food stamps, Gaming license, Grants, Health benefits, Housing allowance, grant, guarantee, or loan, Loan guarantee, Medicaid, Occupational license, Professional license, Public and assisted housing, Registration of a regulated business, Rent assistance or subsidy, Retirement benefits, State grant or loan, State issued driver's license and identification card, Tax certificate required to conduct a commercial business, Temporary Assistance for Needy Families (TANF), and Unemployment insurance, Welfare to work. At the bottom, there is a "Save & Next Step" button with a right-pointing arrow.

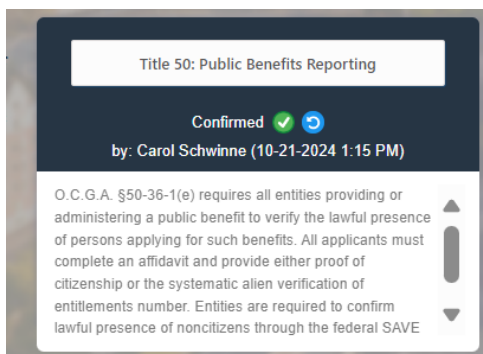
You will then be automatically directed to Step 4 of 4 to confirm you have nothing to submit. If you are satisfied your "No" response is correct, click "Nothing to Submit."



You will then be directed to a confirmation page to confirm you have completed this submission requirement. Click "Back" to return to the previous step. Click "Reset Status" to remove the completed status. Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.



Your Home Page tile for Title 50: Public Benefits Reporting will now show confirmed.



## Section 5 – Sanctuary Policy

Under State law, all public entities are prohibited from enacting sanctuary policies. Sanctuary Policies are policies that would prohibit or restrict officials or employees from complying with an immigration detainer notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information when such official or employee is acting within the scope of their official duties.

In Step 1 of 2, each entity must certify whether they have or have not enacted a Sanctuary Policy for any part of the operations under their jurisdiction.


**Note to All Entities:** This section should be completed by someone in your entity that has policy making authority. This may require the entity to obtain credentials to the collection system for additional personnel.

**Note to Counties:** Each county sheriff's office will be required to certify whether they are in/not in compliance. Therefore, the county government may exclude the practices of their government's sheriff's office from their response.

Title 36-80-23 Sanctuary Policy | Step 1 of 2: Opening Question  
Dodge County: *Need Response* (by Carol Schwinne) ⌚

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Attention: This section addresses policies of the governmental entity and should only be answered by persons who have authority to make policy decisions.



**OCGA 36-80-23** prohibits any local governing body from enacting, adopting, implementing or enforcing any sanctuary policy.

**Local governing body** includes any political subdivision of this state, including any county, consolidated government, municipality, authority, school district, commission, board, or any other local public body corporate, governmental unit, sheriff's office, law enforcement agency, or political subdivision.

**Sanctuary Policy** means any regulation, rule, policy, or practice adopted by a local governing body which prohibits or restricts local officials or employees from complying with an immigration detainer notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information which such local official or employee is acting within the scope of his or her official duties.

i Please provide your job title to be saved with your response


Certified by:

\* Title:

I certify that this entity (Dodge County):

has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

has enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Save    Save & Next Step →

The name of the person who accessed the system will automatically appear in the "Certified By" section. This person will be required to record their job title.

Enter your entity's response, the certifier's job title, then click the "Save and Next Step" button shown in the screenshot below.

Title 36-80-23 Sanctuary Policy | Step 1 of 2: *Opening Question*

Dodge County: *Need Response* (by Carol Schwinne) ⌵

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Attention: This section addresses policies of the governmental entity and should only be answered by persons who have authority to make policy decisions.

**OCGA 36-80-23** prohibits any local governing body from enacting, adopting, implementing or enforcing any sanctuary policy.

**Local governing body** includes any political subdivision of this state, including any county, consolidated government, municipality, authority, school district, commission, board, or any other local public body corporate, governmental unit, sheriff's office, law enforcement agency, or political subdivision.

**Sanctuary Policy** means any regulation, rule, policy, or practice adopted by a local governing body which prohibits or restricts local officials or employees from complying with an immigration detainee notice or communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information which such local official or employee is acting within the scope of his or her official duties.

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i Please provide your job title to be saved with your response

Certified by:

\* Title:

I certify that this entity (Dodge County):

has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

has enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Save

Save & Next Step

Step 2 of 2 is the confirmation page. If you are satisfied with the entity's response, click "Confirm."

Title 36-80-23 Sanctuary Policy | Step 2 of 2: *Confirmation Needed*

Dodge County: *Started* (by Carol Schwinne) ⌵

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Dodge County has not enacted or adopted a sanctuary policy for any purpose or for any unit within the entity.

Certified by: *Carol Schwinne* Title: *Executive Director*

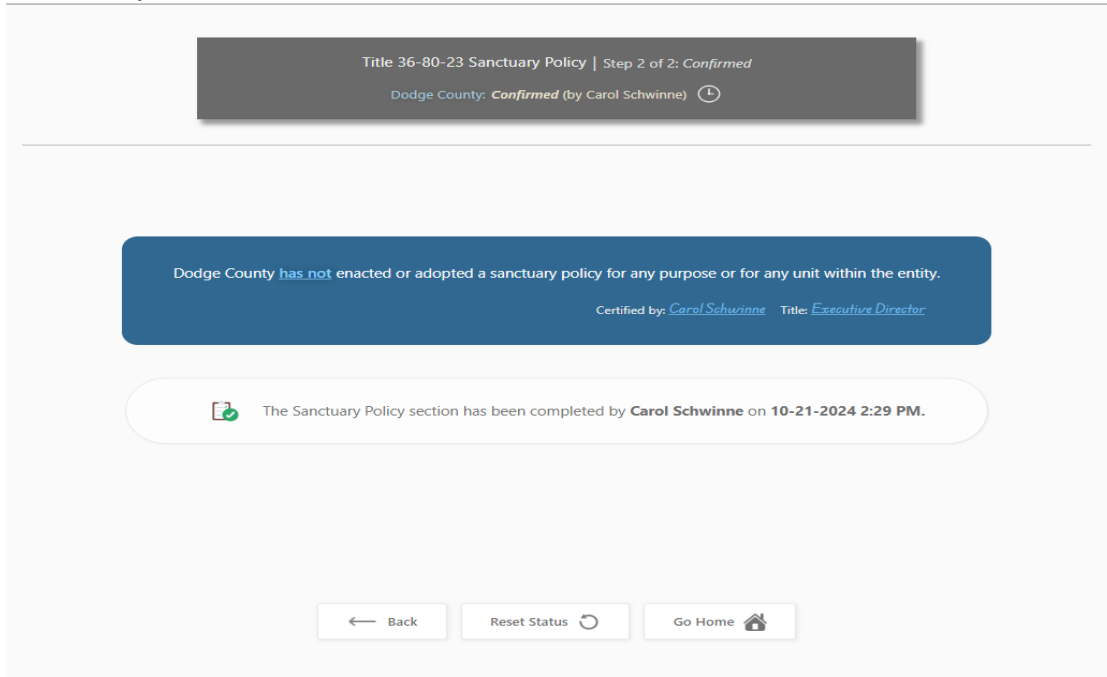
i Please confirm your answers and click "Confirm" below to complete the process for this section.

← Back

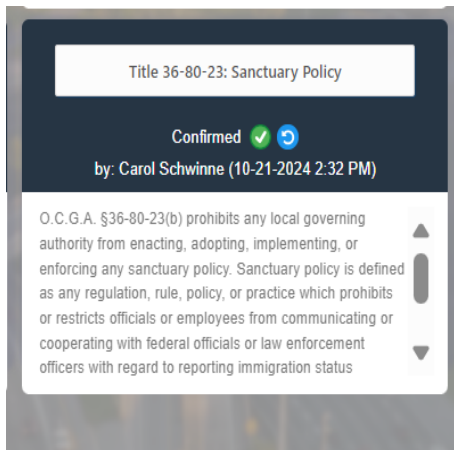
Confirm

Your confirmation page will appear noting who completed the section, along with their title and date/time of completion. Click "Back" to return to the previous step. Click "Reset Status" to remove the completed status. Click "Go Home" to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Image showing the first page of the Title 36 Sanctuary Policy section of the immigration and reform act collection system.



Your Home Page tile for Title 36-80-23: Sanctuary Policy Reporting will now show confirmed.



# Title 35/42 – Law Enforcement Reporting

This section has been added in response to House Bill 1105, which was enacted during the 2024 Session of the General Assembly. House Bill 1105 addresses compliance with State immigration laws and requires entities with law enforcement personnel to certify compliance with various provisions in the law.

Unless noted on your Home Page that this section is not required for your entity, your entity will be required to respond to two initial questions to determine whether further responses are necessary.

When you access this section of the report, you will see two questions within Step 1 which will require a "Yes" or "No" response. These questions are as follows:

1. Is your entity a (1) sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc.)? **(Note: Each sheriff's office should respond "Yes" and any city, county, school district, college, agency, or authority with law enforcement personnel should answer "Yes." However, counties that only have a sheriff's office should answer "No" because the sheriff's office is required to submit a separate report for this section and will provide the "Yes" response.)**
2. Does your entity operate a jail or detention center?

After you respond to the questions, click "Save and Next Step."

Organization: University of Georgia Submission Period: 2024

Title 35/42 Law Enforcement | Step 1 of 3: Opening Questions  
University of Georgia: Need Response by Carol Schwinnel

1) Is your entity (University of Georgia) either (1) a sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc.)?

Yes  No

2) Does your entity (University of Georgia) operate a jail or detention center?

Yes  No

Each sheriff's office should respond "Yes" to Question #1. Additionally, any city, county, authority, school board, university, or state agency that has law enforcement operations and personnel should answer "Yes." Note: County governments that only operate with a sheriff's office should answer "No." Your county sheriff's office is required to submit a separate report and will report on its behalf.

Answer yes if the entity operates its own jail or detention center.

Save & Next Step →

Once you complete your response you would click "Save and Next Step."

Please note that if you answer "No" to the first question, the second question is automatically populated with a "No" response.

If you answer "Yes" to the first question, you will be directed to answer additional questions in Step 2 of 3. Initially the questions you are required to answer in Step 2 will be based upon your responses in Step 1.

### Option 1 – You answer “No” to Question #1.

If you answer “No” to both questions in Step 1, there are no additional questions for you to answer. Once you click “Save and Next Step” within Step 1, you will be directed to the confirmation page. If you are satisfied your response is correct, click “Confirm.”

Organization: University of Georgia | Submission Period: 2024

Title 35/42 Law Enforcement | Step 3 of 3: Confirmation Needed  
University of Georgia: Started (by Carol Schwinne)

Your entity (University of Georgia) is not either (1) a sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc.)

Your entity (University of Georgia) does not operate a jail or detention center.

If you are finished, please click confirm below to confirm your responses for this section.

← Back | Confirm

You will then be directed to the following screen noting who confirmed the report, along with date/time the report was completed. Click “Back” to return to the previous step. Click “Reset Status” to remove the completed status. Click “Go Home” to return to the Home Page of the Collection System. Once you return to the Home Page, you will be able to access a new section of the report.

Organization: University of Georgia | Submission Period: 2024

Title 35/42 Law Enforcement | Step 3 of 3: Confirmed  
University of Georgia: Confirmed (by Carol Schwinne)

Your entity (University of Georgia) is not either (1) a sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc.)

Your entity (University of Georgia) does not operate a jail or detention center.

Thank you for confirming your entity does not have a police department or law enforcement personnel. No further responses are needed to complete this section.  
The Law Enforcement section for 2024 has been **completed** by Carol Schwinne on 12-11-2024 12:39 PM

← Back | Reset Status | Go Home

**Option 2 – You answer “Yes” to Question 1 and “No” to Question 2 within Step 1.**

If you answer in this manner, you are stating that (1) you are either a sheriff’s office or have law enforcement and (2) you do not operate a jail or detention center.

(Note: If your entity only has a holding cell that is used prior to official transport and booking, please mark “No” to Question 2.)

Per O.C.G.A. §35-1-17, it is the intent of the General Assembly that all Georgia law enforcement officials comply with state laws relating to the deterrence of the presence of criminal illegal aliens. If your entity has law enforcement, you will be asked to certify that your entity adheres to state laws regarding immigration and criminal illegal aliens, to the extent your entity can under its authorized powers.

Law enforcement may include, but is not limited to: city/county police departments, university police departments, a marshal’s office, sheriff’s office, state entity law enforcement, etc.

Public entities that have law enforcement personnel, but no jail or detention center, would be required to respond to one additional question in which they will certify their compliance with efforts to comply with state laws regarding the deterrence of criminal illegal aliens.

However before you are directed to any further questions, you will see the following screen. This is a message that the remaining question(s) should be completed by a ranking member of law enforcement or by someone in a leadership position within the government who can attest to the policies and practices of law enforcement.

When you enter Step 2 of 3, you will be directed to a message clarifying who should be answering the questions included in this section. We recommend that an employee in law enforcement or an employee within the government who has authority to set policy complete the remainder of this section.

Organization: University of Georgia Submission Period: 2024

Title 35/42 Law Enforcement | Step 2 of 3: Submission  
University of Georgia: Started (by Carol Schwinne)

Response saved

*Please read before you complete this section*

**STOP** This reporting requirement specifically addresses compliance with immigration laws by law enforcement personnel. This section of the report should be completed by a ranking member in law enforcement, or by leadership within the governmental entity (i.e., mayor, CEO, agency head, etc.)

Back Next

If necessary, your entity may need to obtain credentials for additional staff to ensure this section is completed by a ranking member in law enforcement or by someone in leadership within your organization. Instructions for obtaining credentials to this collection system are included in this document.

If you need to arrange for someone different in your organization to respond, please click the "Home" tab on the top of the screen. This will take you back to the home page. Once a ranking member of law enforcement or someone in leadership at your entity is ready to complete the section, they can use their own credentials to access this section from the home page to complete the remaining questions. Provided you have clicked the "Save" button, prior information will not be lost.

Once you click the "Next" button, you will see the following question related to O.C.G.A 35-1-17:

"I certify that our entity seeks to comply with state law related to deterring the presence of criminal illegal aliens, to the extent of our authorized powers."

Respond "Yes" or "No" to the question. Enter your job title. Click "Save and Next Step" to move to the Confirmation Page.

The screenshot shows a web application interface for a submission process. At the top, there are dropdown menus for "Organization" (Acworth, City of) and "Submission Period" (2024). Below this is a header for "Title 35/42 Law Enforcement | Step 2 of 3: Submission" with a sub-header "Acworth, City of: Started (by Carol Schwinne)". A blue box contains a note: "It is the intent of the General Assembly to promote compliance with state law related to deterring the presence of criminal illegal aliens. Please provide a response for each question." To the right, there are input fields for "Certified by" (populated with "Carol Schwinne") and "Title" (with a placeholder "begin typing..."). Below this is a table with the following structure:

In accordance with OCGA 35-1-17:		
Question	Answer	Certified By
1 I certify that our entity seeks to comply with state law related to deterring the presence of criminal illegal aliens, to the extent of our authorized powers.	Yes <input type="radio"/> No <input type="radio"/>	

At the bottom of the form are three buttons: "Back", "Save", and "Save & Next Step".

Note: The name of the certifier will automatically be populated based on the name of the person who accessed this section. The person completing this section will be required to manually enter his/her title.

Once you click "Save" or "Save and Next Step" the "Certified By" column will be automatically populated.

Step 3 of 3 is your Confirmation Page. Clicking "Confirm" will take you to the final confirmation page, which will then direct you to the home page.

Organization: University of Georgia Submission Period: 2024

Title 35/42 Law Enforcement | Step 3 of 3: Confirmation Needed  
University of Georgia: Started (by Carol Schwinne)

Your entity (University of Georgia) is either (1) a sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc).

Your entity (University of Georgia) does not operate a jail or detention center.

You've answered 1 of 1 required questions.  
If you are finished, please click confirm below to confirm your responses for this section.

Back Confirm

Once you return to the homepage, the Title 35/42 Law Enforcement Section will show as confirmed. You will be able to see who confirmed the report and the date/time the report was completed and submitted.

### Option 3 – You answer "Yes" to Question 1 and "Yes" to Question 2.

Organization: University of Georgia Submission Period: 2024

Title 35/42 Law Enforcement | Step 1 of 3: Opening Questions  
University of Georgia: Started (by Carol Schwinne)

1) Is your entity (University of Georgia) either (1) a sheriff's office or (2) an entity that has law enforcement operations and personnel (such as a police department, public safety, marshal's office, etc.)?

2) Does your entity (University of Georgia) operate a jail or detention center?

Each Sheriff's Office should respond "Yes" to Question #1. Additionally, any city, county, authority, school board, university, or state agency that has law enforcement operations and personnel should answer "Yes." Note: County governments that only operate with a sheriff's office should answer "No." Your county sheriff's office is required to submit a separate report and will report on its behalf.

Answer yes if the entity operates its own jail or detention center.

Save & Next Step

If you answer in this manner, you are stating that (1) you are either a sheriff's office or have law enforcement and (2) your entity operates a jail or detention center.

Once you click "Save and Next Step," you will be directed to a message clarifying who should be answering the questions included in this section. (See page 24 for an example of this message.) We recommend that an employee in law enforcement or an employee within the government who has authority to set policy complete the remainder of this section. This may require additional personnel

within the governmental entity to obtain credentials to access this reporting system. Instructions for obtaining credentials to this collection system are included in this document.

If you need to arrange for someone different in your organization to respond, please click the "Home" tab on the top of the screen. This will take you back to the home page. Once applicable credentials have been obtained, the respondent can access this section from the homepage and complete the remaining questions.

There are three primary questions that all entities with a jail or detention center will be required to answer. These questions are:

Question	Code Reference
1. I certify that the entity has cooperated with federal authorities by sending, receiving, and maintaining information relating to the immigration status of any individual, as reasonably needed for public safety.	O.C.G.A. §35-1-17 (b)(1)
2. Has the entity entered into a memorandum of agreement with the US Department of Justice, Department of Homeland Security, or any other federal agency for the purpose of enforcing federal immigration laws?	O.C.G.A. §35-1-17 (b)(2)
3. I certify that a reasonable effort was made within 48 hours of such person's arrival at the jail or detention facility to determine (a) the nationality of the person confined and (b) that the confined person is not an illegal alien.	O.C.G.A. §42-4-14 (b)

If your entity has an MOU with the federal government, your entity will be required to answer three additional questions.

Question	Code Reference
2.1 Date of Memorandum	
2.2 I certify that the entity authorizes their officers to transport illegal aliens to a federal facility if there is verification that a person is an illegal alien and when authorized by a federal immigration detainer or federal arrest warrant.	O.C.G.A. §35-1-17 (c)
2.3 I certify that the entity authorizes their officers to arrest persons based on such person's status as an illegal alien or for violation of any federal immigration laws when authorized by federal law.	O.C.G.A. §35-1-17 (d)

If your entity answers that it does not have an MOU with the federal government, your entity will be required to answer the following additional question.

Question	Code Reference
2.1 Has your entity sought an MOU or MOA during the reporting period?	O.C.G.A. §35-1-17 (b)(2)

Points to Remember:

- Similar to the guidance given in Option 2, you are required to answer all questions that appear on the screen.
- If your entity needs to have different people respond to different questions the system can accommodate that need. Each person will need to have his/her own login credentials. Also, the name in the "Certified By" box will show the name of the person logged into this section of the report at that time. Each person will need to note their title before the system will allow you to proceed.
- If multiple people need to answer, the first person responding should complete his/her portion of the certification and then click "Save." This will save your information but not direct you to the certification page. An error message will appear telling you that some questions have not been answered. That is okay. You can click the "Home" button to exit. Your report will show that it has been "started."
- An entity will not be able to confirm until all questions have been answered and the job title of the person completing the certification has been recorded.
- Once you have completed the certification, click "Save and Next Step" to go to Step 3 or 3, which is your confirmation page.

**Department of Corrections Only**

House Bill 1105 includes one additional certification for the Department of Corrections. This question will only appear for this specific entity.

Question	Code Reference
4. I certify that the Department of Corrections has published on its website the required information regarding inmates who are confined under their authority and are not citizens of the United States.	O.C.G.A. §42-1-11.4

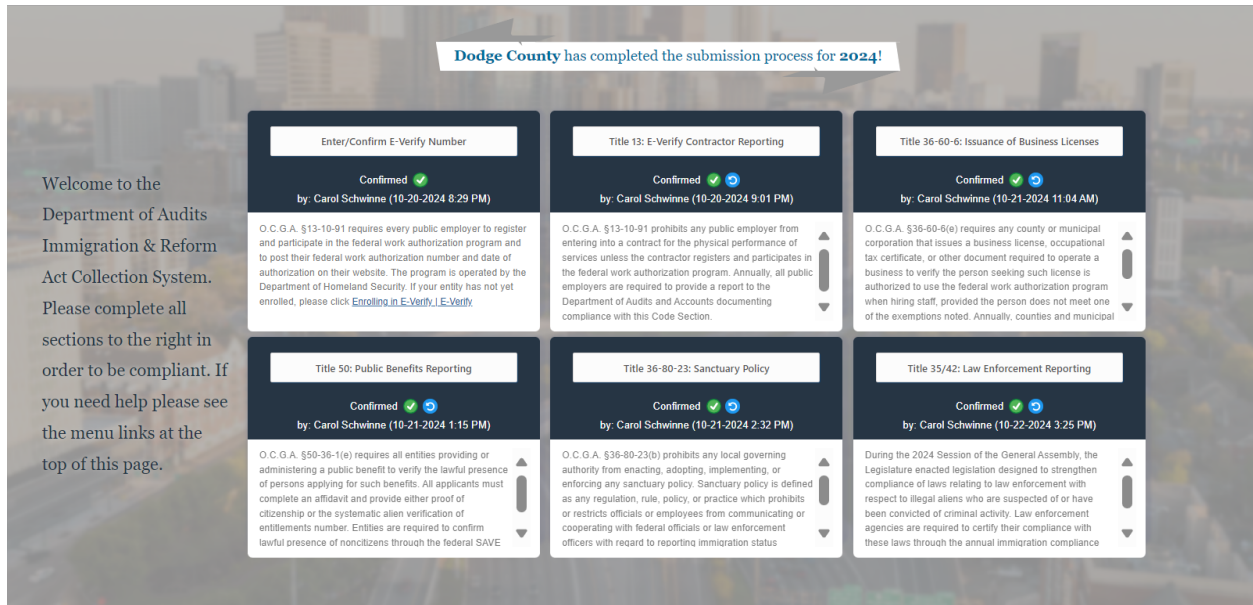
Once your entity has responded to all required questions, and you have entered your title, you can click "Save and Next Step" to be directed to the confirmation page. If you are satisfied that your responses are correct, please click "Confirm" to complete the submission process.

When you return to the main homepage, you will see that the report has been completed.



# Report Completion

Once you have completed all required compliance reports, all tiles on the home page will indicate that your entity has completed the submission process for the reporting year.



## Final Thoughts:

Click the following link to access the Immigration Collection System: [Georgia Department of Audits and Accounts](#)

All persons at your entity that need to complete one or more sections of the report should have their own credentials. If you do not have an account, click "Create an Account" once you access the link above.

Once your entity has completed all required sections of the report, your entity will receive an email confirming the report has been completed. All persons with an active account will receive an email confirming that all sections of the report have been completed.

All reports are due to the Department of Audits and Accounts no later than December 31<sup>st</sup> of each year.

The reporting period is December 1<sup>st</sup> – November 30<sup>th</sup>. Please ensure responses incorporate all data from this time period.

The system will be opened to entities on November 1<sup>st</sup>. Entities may begin entering data at this time. However, since the reporting period does not end until November 30<sup>th</sup>, no entity should confirm reports prior to December 1<sup>st</sup>.

If you have any questions about the compliance and/or reporting requirements, please email [immhelp@audits.ga.gov](mailto:immhelp@audits.ga.gov) for assistance.