



OCCUPATION TAX CERTIFICATE APPLICATION

FOR BUSINESSES LOCATED/OPERATING IN THE CITY OF OAK PARK LIMITS

RENEWAL DUE BY JANUARY 31 OF EACH YEAR

OCCUPATION TAX CERTIFICATE FEE: \$50.00

BUSINESS NAME	DBA (If different)	PHONE
PHYSICAL ADDRESS		
MAILING ADDRESS (if different)		
DO YOU, OWN THIS PROPERTY <input type="checkbox"/> LEASE THIS PROPERTY <input type="checkbox"/>		
**ATTACH A COPY OF THE PURCHASE CONTRACT OR THE LEASE AGREEMENT		

OWNER NAME	PHONE	EMAIL
OWNER ADDRESS		
CO-OWNER	PHONE	EMAIL
CO-OWNER ADDRESS		

PROPERTY OWNER	PHONE	EMAIL
PROPERTY OWNER ADDRESS		

EMERGENCY CONTACT	PHONE
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DO YOU HOLD A STATE LICENSE FOR YOUR OCCUPATION? YES <input type="checkbox"/> (documentation required) NO <input type="checkbox"/>	STATE CARD #	EXP DATE
FORM OF OWNERSHIP <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC/Corporation * <input type="checkbox"/> General Partnership <input type="checkbox"/> Non Profit 501c3 * *DOCUMENTATION IS REQUIRED	TAX ID #	GA SALES TAX #
	BUSINESS TYPE	E-VERIFY #

I SWEAR UNDER PENALTY OF LAW THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT IS A TAX CERTIFICATE. I MUST SEPERATLY COMPLY WITH ANY ZONING, FIRE MARSHALL, HEALTH OR OTHER RULES. I UNDERSTAND THAT INFORMATION I PROVIDE HEREIN (OR MY REFUSAL TO PROVIDE REQUIRED INFORMATION) WILL BE SHARED WITH THE GEORGIA DEPARTMENT OF REVENUE.	SIGNATURE OF BUSINESS OWNER
	DATE

FINANCE DEPARTMENT USE:		PLANNING & ZONNING USE:		
NEW <input type="checkbox"/> RENEW <input type="checkbox"/> CASH <input type="checkbox"/> CHECK/MO <input type="checkbox"/> CC <input type="checkbox"/>	LICENSE #	DISTRICT	LAND LOT	ZONING DISTRICT
CLERK SIGNATURE	DATE	BUSINSS USE <input type="checkbox"/> NON BUSINESS USE <input type="checkbox"/>		



OCCUPATION TAX CERTIFICATE APPLICATION APPROVAL

BUSINESS NAME	TYPE OF BUSINESS <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> SERVICE
COMPLETE DISCRIPTION OF BUSINESS - LIST ALL TYPES OF BUSINESS YOU WILL BE DOING - ATTACH PERMITS THAT APPLY	
WILL ITEMS BE STORED? YES <input type="checkbox"/> NO <input type="checkbox"/> - IF YES, WHAT WILL BE STORED AND WHERE?	

BELOW TO BE COMPLETED BY THE CITY OF OAK PARK

APPLICABLE REGULATIONS	
COMMENTS	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	
DATE	SIGNATURE - CITY CLERK

S.A.V.E AFFIDAVIT VERIFYING STATUS

O.C.G.A. § 50-36-1 (e) (2)

BY EXECUTING THIS AFFIDAVIT UNDER OTHER, AS AN APPLICANT FOR THE CITY OF OAK PARK
(Check applicable box below)

- ☐ Business Occupation Tax Certificate (Business License)
- ☐ Alcoholic Beverage License/Permit
- ☐ or Other Public Benefit as referenced in O.C.G.A. Section 50-36-1

I AM STATING THE FOLLOWING WITH REPECT TO MY APPLICATION TO THE CITY OF OAK PARK FOR THE LICENSES, PERMIT, OR OTHER PUBLIC BENEFIT AS INDICATED ABOVE.

NAME OF PRIVATE EMPLOYER _____

NAME OF BUSINESS _____

I hereby swear and affirm that (check one)

- ☐ I am a United States Citizen
- ☐ I am a legal permanent resident of the United States
- ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is
: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 e(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above statement under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Section 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant (printed)

Subscribed and sworn before me,
this ____ day of _____, 20 ____.

Notary Public

Commission Expires: _____

(SEAL)

Private Employer E-Verify Affidavit O.C.G.A. § 36-60-6 (d)

By executing this affidavit under oath, as an applicant for a(n) _____ (*business license, occupational tax certificate, alcohol license, or other document required to operate a business*) as referenced in O.C.G.A. § 30-60-6 (d), from the City of Oak Park, the undersigned applicant representing the private employer known as _____ (*print name of private employer*) verifies on of the following with respect to my application for the above mentioned document:

SECTION 1

- ☐ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees. (*If selected, fill out section 2*)
- ☐ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

SECTION 2

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

In making the above statement under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Section 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Name and Title of Authorized Officer or Agent (printed)

Subscribed and sworn before me,
this _____ day of _____, 20____.

Notary Public

Commission Expires: _____

(SEAL)

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued February 20, 2018, by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR
- An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]¹
- An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be accessed at: <https://www.bia.gov/tribal-leaders-directory> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law² [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR
- An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- An unexpired driver’s license issued by a Canadian government authority [O.C.G.A.
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

² Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law.

- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- When applying for any public benefit with the Department of Driver Services, an applicant may submit either an expired or unexpired document that is listed above as a secure and verifiable document. [O.C.G.A. §§ 50-36-1(g) & 50-36-2(b)(3)]
- When applying for a voter identification card pursuant to O.C.G.A. § 21-2-417.1, an individual may submit the aggregate forms of identification authorized by O.C.G.A. § 21-2-417.1(e).
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

1 For identification presented to poll workers when voting, a registered Georgia voter may present an expired Georgia driver's license as proof of identification when voting pursuant to O.C.G.A. § 21-2-417.