



COUNTY COMMISSION  
SHELBY COUNTY  
P. O. Box 467  
COLUMBIANA, AL 35051

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9. DR. ROBBIE HAYES

March 1, 2012

RE: Alabama Immigration Law Compliance

Dear Vendors:

New immigration laws were effective January 1, 2012 in Alabama. The purpose of this letter is to direct your prompt attention to the Alabama Immigration Law Compliance flow-down requirements that took effect on January 1, 2012. Those are discussed herein and can be summarized as follows:

1. Provide Shelby County proof that you are in compliance with the immigration law by timely submitting a notarized *Affidavit of Immigration Law Compliance* and an *E-Verify Memorandum of Understanding*.
2. Provide Shelby County a signed *Alabama Immigration Law Compliance Contract* in the *Notice* form provided at [shelbyal.com](http://shelbyal.com).
3. Provide your subcontractors notice of their compliance obligations and obtain from each a notarized *Affidavit of Immigration Law Compliance – Subcontractor*.

The requirements above, imposed by H.B. 56, are "a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees working in the State of Alabama." These completed forms must be received by Shelby County before payments can be processed. As a contractor or a grantee, if you believe these obligations do not apply to you please notify Shelby County immediately at [immigration@shelbyal.com](mailto:immigration@shelbyal.com) stating your reason(s) for exemption.

For your convenience, the documents are available at the Shelby County website, [www.shelbyal.com](http://www.shelbyal.com). Please complete, notarize, and return a copy to Shelby County along with the *E-Verify Memorandum of Understanding* also available at the website. See Ala. §Code 31-13-9(c).

In turn, you are to obtain from your subcontractors a notarized *Affidavit of Immigration Compliance-Subcontractor*. A careful review of the broad definition of the term "Contractor" in the Act will assist you in deciding to whom to provide notice.

You are required to maintain your subcontractors' affidavits at your offices. These documents will be subject to audit. You may provide a copy of this letter with your notification to your subcontractors as an explanation for this mandatory requirement.

Finally, you will find a *Notice of Alabama Immigration Law Compliance Requirements to all Contractors* for the execution by contractors to be returned to Shelby County, County Manager, P.O. Box 467, Columbiana, AL 35051. To the extent that there is no formal written contract between a Contractor and Shelby County, such as where business is conducted by purchase order, this document shall serve as your Alabama Immigration Compliance Contract. Similar language will also be in contractual agreements or grant documents with Shelby County.

Sincerely,

Alex Dudchock,  
County Manager