



ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard, Montgomery, Alabama 36130-3050



Robert Bentley
Governor

John R. Cooper
Transportation Director

February 24, 2012

Dear Appraisers;

If you are applying to be approved to do appraisal work for ALDOT, your first step is to complete the application and submit it. Once you are approved, the following will apply. Once approved, the Central Office will contact you (as our needs warrant) to complete a Master Agreement and at that time, the rest of the documents on our website will be completed including those complying with the following.

The new immigration law is requiring additional documentation of all State Agencies who contract with others for goods and services. We value the services provided by those we contract with and are making every effort to minimize the required documentation.

Since we directly engage the services of *individual* appraisers, it is our understanding that we can bypass requiring the appraisers to enroll in the E-Verify Program (which also requires the appraiser to have an EIN-Federal Emp. ID number) if the appraiser does not have employees. This will be documented in all new Master Agreements.

If the appraiser does not employ others, the appraiser can indicate such on the signature page where you can check the appropriate category.

If the appraiser checks the statement saying you have employees (you probably already have an EIN), then you will have to complete the Section 9 document and have it notarized as well as enrolling in the E-Verify program. These documents, your original signatures, will have to be submitted with the Master Agreement. The applicable Alabama Code reference is included below.

The 'Immigration Law' codified at §31-13-1 et seq. of the Code of Alabama, 1975 has to be adhered to when doing business with ALDOT as a contract fee appraiser.

31-13-9(a) requires: *[a]s a condition for the award (emphasis provided) of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer...the business entity or employer shall not knowingly employ, hire for employment or continue to employ an unauthorized alien and shall attest to such, by sworn affidavit signed before a notary.*" (Emphasis added.)

31-13-9(b) conditions the award of a contract, grant or incentive to a business entity or employer upon that entity being enrolled in the E-Verify program maintained by The United States Department of Homeland Security. (E-Verify enrollment is available at the website of DHS or at the E-Verify portal available through <http://immigration.alabama.gov> maintained by the Alabama Department of Homeland Security.