

**IMPORTANT: READ CAREFULLY**

Verification of Lawful Presence

Consistent with the Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. § 50-36-1(e)), effective January 1, 2012, persons applying for licensure or licensure renewal with the Board of Court Reporting must verify their lawful presence in the United States.

**The following items must be submitted before your license can be issued or renewed:**

1. *A copy of one of the following documents:*
  - a. United States passport or passport card
  - b. United States Military ID
  - c. United States Drivers license
  
2. *A signed and sworn affidavit verifying your lawful presence in the United States. The affidavit to use for this purpose can be found on page 2 of this document.*
  
3. *A completed “- K h ”, found on pages 3 of this*
  
4. *The required fee in the form of a money order, cashier’s check, personal/business check, or bank-certified check made payable to the Board of Court Reporting. Cash **is not** an acceptable form of payment.*

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a(n) professional license, as referenced in O.C.G.A. § 50-36-1, from \_\_\_\_\_ [*name of government entity*], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ 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 representation 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. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

For Office Use Only: Permit # \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Date of Extension: \_\_\_\_\_

Extension Expiration Date: \_\_\_\_\_

**Application Fee: \$125.00**

*Make checks payable to the Board of Court Reporting.  
Emergency Judicial Permit is valid for 12 months from date of issue. A one time extension may be granted by the supervising Judge for one additional year.*

**APPLICATION FOR EMERGENCY JUDICIAL PERMIT**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Print or Type

Mailing Address \_\_\_\_\_  
Street or P.O.  
\_\_\_\_\_  
City State ZIP +4 County

Employer or Court \_\_\_\_\_  
Name County  
\_\_\_\_\_  
City State ZIP +4

Email Address \_\_\_\_\_

Business or Daytime Phone ( ) \_\_\_\_\_ Residence Phone ( ) \_\_\_\_\_

The method of takedown in which I am practicing to become certified is: \_\_\_\_\_ Machine Shorthand \_\_\_\_\_ Voice Writer

High School graduate? Yes No (Circle One) Other Education: \_\_\_\_\_

Previous Court Reporting Experience \_\_\_\_\_

Have you ever been issued a license, certificate or permit? Yes \_\_\_ No \_\_\_ Which states? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic accident? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please explain. Use an attached sheet if necessary.)

Have you ever been refused a license, permit or certificate, or barred from reporting in this or any state?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please explain. Use an attached sheet if necessary.)

Have you applied for the Georgia Certified Court Reporters exam previously? Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby certify that the above-named applicant will be engaged in the profession of court reporting in my court, under my supervision, upon receiving this permit. I understand that while this permit is in effect, the court reporter may work only in my court, and is prohibited from reporting on a free-lance basis.

\_\_\_\_\_  
Signature of Judge (Court)of (Circuit/County)

\_\_\_\_\_  
Print Name of Judge This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Date Year

**OATH**

Under penalty of law, I hereby swear or affirm that the information contained above is true, accurate and complete. I understand this permit is for use in said judge's court and free lance reporting is prohibited. I authorize the release of any information necessary to process this application.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Notary Public Signature and Seal Date