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**Re: Louisiana Revised Statute 38:2212.10**

Dear Contractor or Service Provider:

***If your company has already submitted an original affidavit to my office, then please disregard this request.***

This correspondence is to inform you of a recent amendment to Louisiana law that adds Louisiana Revised Statute 38:2212.10, which requires the submission of an Affidavit from private employers dealing with public entities. This amendment to the law requires private employers to use a status verification system and certify this to the public entity with whom it is contracting. To that end, the St. Tammany Parish School Board has taken the steps to prepare an Affidavit that will be kept on file at the St. Tammany Parish School Board for private employers or companies who have done business with the school board in the past and who will be doing business with the School Board, to insure compliance with the law. We would ask that you take the appropriate steps to execute the enclosed Affidavit, before a Notary Public and then return the original of same to our office for retention.

The new law went into effect on January 1, 2012, revised August 1, 2012, so we would ask that you promptly address this matter. It is our understanding that this document should be submitted within 10 days of submitting a bid. **Please return the original, notarized Affidavit** to St. Tammany Parish School Board, Attn: Construction Department, 321 N. Theard Street, Covington, LA 70433. In the meantime, should you have any questions in connection with the foregoing, please do not hesitate to contact me.

Sincerely,

**CAMERON P. TIPTON**

Chief of Construction Services

cgc

Enclosure

*Learning to Last a Lifetime.®*

**AFFIDAVIT**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

**BEFORE ME**, the undersigned authority, duly commissioned and qualified within and for the state and parish or county aforesaid, personally came and appeared \_\_\_\_\_ (name) representing \_\_\_\_\_

\_\_\_\_\_, (company) \_\_\_\_\_, (mailing address)

who, being by me first duly sworn deposed and said that he or she has read and signed this Affidavit and he/she does hereby attest, under oath, as follows:

- (1) That affiant and his or her firm is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens;
- (2) That affiant and his or her firm will continue, during the term of any contract with the St. Tammany Parish School Board, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana; and
- (3) That affiant and his or her firm will require all subcontractors to submit to them and/or their employer a sworn Affidavit verifying compliance with paragraphs (1) and (2) of this Affidavit.

Prospective bidder or representative to sign **and** type or print name below signature.

\_\_\_\_\_  
Affiant – Signature Printed Name

**SWORN TO AND SUBSCRIBED BEFORE ME THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**