



## CITY OF NORTHPORT, ALABAMA

Cyndi Herren-Sims  
License Officer

### **IMPORTANT NOTICE !!!**

**READ EVERYTHING INCLUDED IN THIS NOTICE. THERE ARE IMPORTANT CHANGES THAT AFFECT THE PURCHASE AND RENEWAL OF LICENSES DUE TO THE ALABAMA LEGISLATURE PASSING ACT 2011-535, COMMONLY KNOWN AS THE IMMIGRATION LAW!**

Section 30 of Act 2011-535 known as the Immigration Law, states that **persons conducting a business transaction** must prove that he or she is either a citizen of the United States or is a lawfully present alien in the U.S. residing in Alabama.

Business transactions include (but are not limited to): Purchasing or renewing business licenses (Corporations, LLCs and LLP are exempt from this law.)

The other side of this notice contains lists of documents that are listed in Section 29(k) of the Act that may be used to prove your United States citizenship or lawful presence status.

**We have included spaces on the renewal notice forms for your driver license or non-driver ID number, issuing state and expiration date.** You must complete all three categories (as well as sign the form). If you have an Alabama license or non-driver ID card, and we can verify your license information, no additional action will be necessary. If we cannot verify your Alabama driver license or non-driver ID number, you will have to submit one of the proof documents from the lists on the back of this notification.

If you have access to the internet, you may check the status of your driver license or non-driver ID card on the State of Alabama's Driver License Verification System website at <https://alverify.mvtrip.alabama.gov/> before submitting your renewal(s). If your license or non-driver ID does not verify, please submit one of the proof documents from the back of this page. This will help alleviate the need to return unprocessed renewals for failure to provide proof of citizenship or lawful presence, as well as help us return your new License and decals without delay.

**If you are the registered owner of a business that is also registered with a co-owner or co-registrant you must also provide proof of citizenship or lawful presence for the co-owner/co-registrant.** If you cannot provide proof of citizenship or lawful presence for the co-owner/co-registrant, you must put the Business License in the verified owner's name. For example, if the co-owner of a business is deceased, the deceased person's name must be removed from the License Account. Please be aware that Section 30 of Act 2011-535 establishes criminal penalties for entering into a "business transaction" on behalf of an illegal alien.

**Also, if you are renewing the License, but the License is in someone else's name, proof of citizenship or lawful presence must be provided for both the owner of the business and the person signing to purchase or renew a license.** A couple of examples are: divorce situations where, because of the divorce decree or financing obligations, the Business is registered to one person, but another must renew it, and students renewing a license on behalf of a parent who lives in another state.

If a business is listed as the owner (whether alone or in conjunction with an individual) and is not a Corporation, LLC or LLP, proof of citizenship or lawful presence must be provided for the owner of the business.

License Office personnel are endeavoring to make compliance with Act 2011-535 as smooth as possible. We ask for your patience and understanding as we attempt to do so. If you have any questions, feel free to call our office at the number below, or email us at [cherren@cityofnorthport.org](mailto:cherren@cityofnorthport.org).

P.O. Box 569 \* Northport, Alabama 35476 \* 3500 McFarland Blvd, \*  
Northport, Alabama 35476 \* Phone: (205) 339-7000 \* FAX (205) 333-3016



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### **Approved Documents for Proof of Citizenship**

Any person attempting to purchase or renew a business license must prove his or her United States citizenship. If the person is an alien, he or she must demonstrate that he or she has lawful presence in the United States. Corporations, LLCs and LLPs are not required to submit this documentation. **In order to process regular mail renewals, individual and each joint owner will be required to provide a copy of any of the designated proof documents.** The applicant must prove U.S. citizenship to the city licensing official by submitting one of the documents (or a legible photocopy of one of the documents) shown below:

1. Driver's license or non-driver identification card issued by the Alabama Department of Public Safety. A driver's license or non-driver identification card issued by another jurisdiction will only be acceptable if there is language printed on the license or identification card, by the issuing jurisdiction that indicates that the person has provided satisfactory proof of United States citizenship. (The driver's license or non-driver identification card must be valid which means unexpired.)
2. U.S. birth certificate.
3. U.S. issued Valid or expired passport identifying the applicant and the applicant's passport number.
4. Naturalization documents or the number of the certificate of naturalization (number must be verified with the U.S. Bureau of Citizenship and Immigration Services by the City).
5. Proof issued by the federal government pursuant to the Immigration and Nationality Act of 1952.
6. Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number.
7. Consular report of birth abroad of a citizen of the U.S.
8. Certificate of citizenship issued by the U.S. Citizenship and Immigration Services.
9. Certification of report of birth issued by the U.S. Department of State.
10. American Indian card, with KIC classification, issued by the U. S. Department of Homeland Security.
11. Final adoption decree showing the applicant's name and U.S. birthplace.
12. Official U.S. military record of service with the applicant's place of birth in the U.S.
13. An extract from a U.S. hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the U.S.

### **Approved Documents for Aliens with Lawful Presence**

If the applicant is lawfully present in the United States, one of the documents shown below must be presented for verification each year. In the event that an alien cannot present any of the documents listed below, an alien's lawful presence in the United States shall be verified via the Systematic Alien Verification for Entitlements (SAVE) or by verification through the Department of Homeland Security pursuant to 8 U.S.C. § 13 73(c).

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama non-driver identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the U. S. before issuance.
5. A foreign passport with an unexpired U. S. Visa and a corresponding stamp or notation by the U.S. Department of Homeland Security indicating the bearer's admission to the U.S.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an 1-94 W form by the U.S. Department of Homeland Security indicating the bearer's admission to the U.S.