

## AUTO INDUSTRY DIVISION -- NEW PROCEDURES / REQUIREMENTS SALESPERSON & DEALERSHIP LICENSES

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HB 1023 requires government entities in Colorado to verify, the lawful presence of every adult 18 years or older seeking a government "benefit", which is defined to include state-issued licenses. Therefore, this includes auto salesperson licenses and dealership licenses/renewals.

To comply, Auto Industry Division now requires dealerships to obtain secure photo identification and requires that the dealerships maintain copies of this information. Effective immediately all dealerships when employing salespeople will be required to obtain identification demonstrating lawful presence in the US in addition to obtaining the Affidavit (DR4679) for each salesperson. Dealerships will be required to submit copies of the identification and the required Affidavit form with all applications.

### 1. Affidavit

An individual age 18 years or older who is applying or reapplying for a state public benefit must submit an affidavit with the application. Applications that do not include the **signed** affidavit will be denied. FORM DR4679: Affidavit, is available at: [http://www.revenue.state.co.us/EDO\\_dir/pdf/dr4679.pdf](http://www.revenue.state.co.us/EDO_dir/pdf/dr4679.pdf)

### 2. Identification Demonstrating Lawful Presence

In addition to a signed affidavit, individuals age 18 years or older applying or reapplying for a public benefit must provide any one the following types of identification with the application:

- A valid Colorado driver's license (includes only a **current** driver's license; minor driver's license; probationary driver's license, commercial driver's license, restricted driver's license; instruction permit or identification card) **or** valid Colorado identification card , or
- U.S. military card or military dependent's identification card, or
- U.S. Coast Guard Merchant Mariner Card, or
- Native American Tribal Document.

#### Other Forms of Identification Accepted until March 1, 2007

In addition to the four types of identification listed above, the Department will accept the following types of identification, but only until March 1, 2007 (*or until an expected, revised rule is issued*):

- Certificate verifying naturalized status Issued by an authorized agency of the United States bearing Applicant's intact photograph impressed with the raised embossed seal of the issuing agency;
- Certificate verifying United States citizenship issued by an authorized agency of the United States bearing Applicant's intact photograph impressed with the raised embossed seal of the issuing agency;
- Valid driver's license or identification card bearing Applicant's photograph issued by one of the following (all states are not listed here; only those that verify lawful presence): AL, AZ, AK, CA, CONN, DE, DC, FL, GA, Idaho, IN, IA, KS, KY, LA, Maine, Minnesota, Mississippi, MO, Montana, NV, New Hampshire, NJ, NY, North Dakota, OH, OK, PA, Rhode Island, SC, South Dakota, VA, West Virginia, and WY;
- Valid immigration documents demonstrating Lawful Presence and verified through the Systematic Alien Verification for Entitlements, administered by the United States Citizenship and Immigration Services of the Department of Homeland Security. Valid immigration documents are as follows:
  - Unexpired Foreign Passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.
  - Unexpired Foreign Passport accompanied by an "I-94" indicating a specific future "until" date.
  - "I-94" with refugee or asylum status.
  - Unexpired "Resident Alien" card, "Permanent Resident" card, "Temporary Resident" card, or "Employment Authorization" card.

#### Waiver Process

If individual applicants for a public benefit cannot produce the documentation necessary to prove lawful presence, they may request a waiver. Request for Waiver: Form DR 4678. The waiver is available for individuals who have extenuating circumstances such as: due to a lack of permanent physical address in Colorado, do not qualify for a Colorado driver's license or Colorado identification card, or due to insufficient documentation are unable to receive a Colorado driver's license or Colorado identification card.

→ MORE DETAIL IS AVAILABLE AT: <http://www.revenue.state.co.us/dlr/home.asp>  
(select "General Information" under "Evidence of Lawful Presence: HB06S-1023" in the middle of the page).