

# Construction Industries Board



## New Procedures for Obtaining and Renewing Individual Licenses/Registrations

*This Change Affects ALL Applicants*

Dear Licensee:

In order to comply with HB 1804, Oklahoma's new immigration law, the Construction Industries Board established new procedures for obtaining/renewing licenses and registrations. As a result of the law, all state agencies are required to verify that applicants are in the U.S. legally prior to issuing any license or registration.

Both U.S. citizens and non-U.S. citizens must complete and submit the appropriate notarized affidavit of lawful presence to the Construction Industries Board when a new license is obtained. Non-U.S. citizens must execute a new affidavit each time the license is renewed. U.S. citizens are not required to execute a new affidavit unless the applicant's citizenship status has changed since the license was issued or last renewed. Non-citizen affidavits will not be accepted without a copy of the applicant's valid immigration document reflecting the applicant's current "A" number or "I-94" number. For more information on the agency's licensing procedures, visit <http://ok.gov/cib> or call the Construction Industries Board at 405-521-6550.

**\*\*You must complete this form and return with your renewal in order for your license to be processed!\*\***

**Instructions for Required Affidavit:**

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Board with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Board's licensing offices are staffed with notaries who are available to provide notary service at no cost to Applicants.

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

**Option 1 - Verification of Citizenship**

**Affidavit of**

\_\_\_\_\_  
[Applicant's Name] STATE OF OKLAHOMA )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath states, under penalty of perjury, as follows:  
[Applicant's Name]

I am a United States Citizen. \_\_\_\_\_  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, b \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ [Applicant]  
NOTARY

(Seal)

**Option 2 - Affidavit Verifying Qualified Alien Status**

*Attention: This affidavit will not be accepted without a copy of a valid immigration document which reflects the applicants "A" number or "I-94" number.*

**Affidavit of**

\_\_\_\_\_  
[Applicant's Name] STATE OF OKLAHOMA )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath states, under penalty of perjury, as follows:  
[Applicant's Name]

I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States.

\_\_\_\_\_  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_.  
[Applicant]

My Commission Expires: \_\_\_\_\_ (Seal) \_\_\_\_\_  
NOTARY