

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
Occupational Licensing Program

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March 17, 2005

**NOTICE OF
APPLICANT VERIFICATION REQUIREMENTS
FOR OBTAINING OR RENEWING
PUBLIC BENEFITS**

Dear Applicant:

In 1996 the United States Congress passed the Personal Responsibility and Work Opportunity Act (the Act), which requires states to eliminate a broad array of public benefits for illegal immigrants. The definition of a public benefit includes professional and occupational licenses issued to individuals by state agencies. For the purposes of the Department of Housing and Community Development, Division of Codes and Standards, Occupational Licensing Program (HCD), the term "public benefit" shall apply to original licenses and license renewals of manufactured home and commercial modular manufacturers, distributors, dealers, salespersons, 90-day certificate holders, course provider approvals, and course instructor approvals.

To implement the provisions of the Act, HCD has adopted emergency regulations effective April 6, 1998, which require proof of legal presence in the United States from all applicants for licenses, certificates and/or approvals. As used in this verification process Title 25 CCR Section 5806 defines the term "applicant" as a "person" and specifically excludes partnerships and corporations from the definition. HCD will not require this process for partnerships, corporations, and limited liability companies.

Applicants for an original license or licensees renewing licenses, 90-day certificate holders, course providers/instructors submitting applications to HCD on or after April 6, 1998, will be required to provide, on a one-time basis, proof of United States citizenship or qualified alien status before the license, certificate, or approval is issued or renewed. A list of documents, which can be used to establish proof of U.S. citizenship or qualified alien status, is enclosed.

In addition to the standard application or renewal forms and fees, **all applicants must submit all of the following:** (1) a completed *Statement of Citizenship, Alienage, and Immigration Status for State Public Benefits*, (HCD Benefits Status Form 1); (2) a copy of one of the documents on the enclosed List A or B, showing U.S. citizenship or qualified alien status; and (3) a \$13.00 applicant verification fee. Failure to submit one or more of the required items may result in processing delays.

If you have any questions regarding these new requirements, please call this office at the telephone number listed above or you can send an e-mail message to us at ol@hcd.ca.gov.

Sincerely,

Michael Salanoa

Program Manager

Enclosures

HCD OL AV 2 Form (Rev. 7/02) (List A and List B)
HCD Benefits Status Form 1 (Rev. 8/98)