

**GaPSC Pre-Service Certificate Application**  
**Please Use Black Ink or Type – Revised April 2015**



*This form must be submitted by an educator preparation provider. Candidates should not submit this form directly to the GaPSC.*

**1. Please use ALL CAPS to print your LEGAL NAME.**

Last Name

First Name

Middle Name

Social Security Number

 -  - 

Date of Birth (MM/DD/YY)

 /  / 

Telephone Number

 -  - 

Mailing Address

City

State

Zip Code

 - 

**Gender** (check one)

Male  Female

**Ethnicity** (check one)

Are you Hispanic or Latino of any race?  Yes  No

**Race** (check all that apply)

Asian  American Indian or Alaska Native  Black or African American  Native Hawaiian or Pacific Islander  White

**2. Personal Affirmation:** The applicant should enter a truthful "Yes" or "No" response to each of the following questions. All questions must have a response in order for the application process to continue. **"YES"** responses automatically open an investigation and require an attached explanation along with any additional supporting documentation. **DO NOT include matters that the GaPSC has investigated or is currently investigating.**

- Y**  **N** 1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission?**
- Y**  **N** 2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **OTHER THAN the Georgia Professional Standards Commission?**
- Y**  **N** 3. Have you ever received a less than honorable discharge from any branch of the armed services? (If "yes", provide a copy of form DD214.)
- Y**  **N** 4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?
- Y**  **N** 5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Y**  **N** 6. Are you the subject of a pending investigation involving a criminal act?
- Y**  **N** 7. For any **felony** or any **crime involving moral turpitude**, have you ever:
- ◆ Pled guilty;
  - ◆ Entered a plea of *nolo contendere*;
  - ◆ Been found guilty;
  - ◆ Pled guilty to a lesser offense;
  - ◆ Participated in a pre-trial diversion program;
  - ◆ Been granted first offender treatment without adjudication of guilt;
  - ◆ Been found not guilty by reason of insanity; or
  - ◆ Been placed under a court order whereby an adjudication or sentence was withheld?
- Y**  **N** 8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?
- Y**  **N** 9. Have you been convicted of a drug offense (felony or misdemeanor)?

**Consent:**

*I hereby authorize the Georgia Professional Standards Commission to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** This application must be received by the GaPSC **within 90 days of the date of signature.**

## INSTRUCTIONS FOR COMPLETING VERIFICATION OF LAWFUL PRESENCE AFFIDAVIT

In order to obtain a certificate/license from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/licensure application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

### **You must submit the following with your Pre-Service Application and GCIC Consent Form:**

1. Notarized Affidavit (**page 3 of this document**)
2. A copy of an acceptable ID (see below)

#### 1. **Select the ONE option on the affidavit that applies to you:**

- **Option 1** is to be initialed/selected by you if you are a United States citizen; or
- **Option 2** is to be initialed/selected by you if you are a legal permanent resident of the United States: you are not a U.S. citizen but you have a green card; or
- **Option 3** is to be initialed/selected by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident).

If you selected **Option 2 or 3**, please provide the number (whether or not it is called an “alien number”) issued by the Department of Homeland Security or other federal immigration agency in the blank space following this statement: “My alien number issued by the Department of Homeland Security or other federal immigration agency is:”

#### 2. **Select an acceptable ID based on your selection in Step 1.**

- Acceptable IDs for **Option 1 (U.S. citizen)** are:
  - An unexpired driver’s license issued by a U.S. state, D.C., or certain U.S. territories
  - An unexpired United States passport or passport card
  - An unexpired United States military identification card
  - Any document listed here:  
<http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>
- The only acceptable ID for **Option 2 (legal permanent resident)** is a copy of the front and back of your unexpired United States Permanent Resident Card.
- Acceptable IDs for **Option 3 (qualified alien or non-immigrant)** are:
  - An unexpired work authorization card
  - I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
  - A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

Fill in the type of ID (e.g. Georgia driver’s license, U.S. passport, etc.) that you are using on the affidavit on the line after “The secure and verifiable document provided with this affidavit can best be classified as:”

3. **Print out the affidavit** (page 4 of this document).
4. **Find a local Notary Public.** Check the yellow pages, the internet, or with a local business such as a bank.
5. **Bring your affidavit and the ID** you selected (from the list in Step 2) to appear before the Notary Public.
6. **Show the Notary Public your ID and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.**
7. **Make certain that the Notary Public signs and dates the affidavit and lists when their notary commission expires.**
8. **Make a copy of the affidavit and the ID** that you presented to the Notary Public for your own records.
9. **Submit the following with your Pre-Service Application and GCIC Consent Form:**
  - A copy of the signed and notarized affidavit; and
  - A copy of the ID you presented to the Notary Public.

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: