



We Are Your Schools

FORT WAYNE COMMUNITY SCHOOLS

Dear Contractor/Vendor:

The State of Indiana has enacted a law (I.C. 22-5-1.7) that requires all state agencies and political subdivisions request verification from their contractors or vendors that their employees are legally eligible to work in the United States. To meet this requirement, the law requires that all contractors or vendors performing services for Fort Wayne Community Schools enroll in and verify the work eligibility status of their employees through the E-Verify Program.

To do future business with Fort Wayne Community Schools, you must complete the enclosed affidavit titled "Indiana Legal Employment Declaration". This declaration serves as notice that your company must, as a term of all future and/or renewed contracts:

1. Enroll in and verify the work eligibility status of newly hired employees through the E-Verify program; and
2. Verify, by signature and notarization below, that your company does not knowingly employ unauthorized aliens.

For instructions and electronic registration for E-Verify please see the following link:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Once you have completed the E-Verify process, please immediately return *the original* signed and notarized affidavit form to:

Fort Wayne Community Schools
Business Services Department
1200 South Clinton Street
Fort Wayne, IN 46802

If your company does not perform services for Fort Wayne Community Schools, please disregard this notice.

Questions regarding this notice should be directed to the Business Services department at 260-467-2065. Thank you for your interest in doing business with Fort Wayne Community Schools.

Stephanie Hess
Director, Business Services
Fort Wayne Community Schools

Business Services

1200 South Clinton Street • Fort Wayne, IN 46802 • Phone: 260.467.2065 • Fax: 260.467.1976

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the Fort Wayne Community Schools must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____(name of Company), declare under penalties of perjury that _____(name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20____.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

PLEASE SEE <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY.