

**A COMPLETE BUSINESS RENEWAL PACKAGE CONSISTS OF:**

**NOTE:** The Renewal and both Affidavits set out below must all be signed by the same person, and submitted with a copy of the Signer's Secure and Verifiable Document (examples below).

\_\_\_\_\_ Renewal Form (Completely filled out and signed by an owner, officer, partner, or W-2 employee; state the number of employees COMPANY-WIDE.)

\_\_\_\_\_ Affidavit – O.C.G.A. §50-36-1(e)(2) – Check only one blank; if a permanent resident or qualified alien or non-immigrant, provide a copy of the front and back of Signer's immigration card or other document. Sign and have the affidavit notarized.

\_\_\_\_\_ Affidavit – Private Employer Affidavit Pursuant to O.C.G.A. §36-60-6(d) – This is a two-sided document. You must complete one side or the other of this affidavit. Sign and have the affidavit notarized.

- One side is for employers with 10 or less employees (COMPANY-WIDE)
- One side is for employers with 11 or more employees (COMPANY-WIDE); if 11 or more employees, the company's e-verify number is required. (An E-Verify number is four to six characters – it is not your Federal ID Number. If you do not have an E-Verify number, visit [www.uscis.gov](http://www.uscis.gov) and click on E-Verify.)
- Complete the appropriate side of the form by filling in the blanks, sign, and have notarized.

\_\_\_\_\_ Copy of Signer's Secure and Verifiable Documents (SVD), i.e. Driver's license or Passport and copy of I-551, I-766, Passport, etc., if not a U. S. citizen

\_\_\_\_\_ CHECK PAYABLE TO COBB COUNTY BUSINESS LICENSE DIVISION. Please put the Occupation Tax Certificate/Business License number on the check.

**ALL of the above documents MUST be completed and returned.  
Your occupation tax certificate/business license will not be issued until all documents are received.**

As of July 1, 2013, all documents can be **MAILED** to:  
(Please return in the envelope provided.)

**Cobb County Business License Division  
P. O. Box 649  
Marietta, GA 30061-0649**