



**City of Phoenix**  
**AFFIDAVIT OF LAWFUL PRESENCE (Mail-in Version Only)**

*Your completion of this form is required by Arizona state law. A.R.S. §§ 1-501 and -502.*

I, \_\_\_\_\_ (print full name exactly as on document),  
 hereby affirm, upon penalty of perjury, that I have made a true and accurate copy of the document checked below,  
 that I have attached that copy to this Affidavit for purposes of mailing both documents to the City, that I am  
 lawfully present in the United States, and that I am the person stated on the document. (select one category only)

- Arizona driver license issued after 1996.  
 Print first four numbers/letters from license: 

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- Arizona non-operating identification license.  
 Print first four numbers/letters: 

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- Birth certificate or delayed birth certificate issued in any state, territory or possession  
 of the U.S.  
 Year of birth: \_\_\_\_\_; Place of birth: \_\_\_\_\_
  
- United States Certificate of Birth Abroad.  
 Year of birth: \_\_\_\_\_; Place of birth: \_\_\_\_\_
  
- United States Passport.  
 Print first four numbers/letters on Passport: 

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- Foreign Passport with United States Visa.  
 Print first four numbers/letters on Passport: 

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 Print first four numbers/letters on Visa: 

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- I-94 Form with a photograph.  
 Print first four numbers on I-94: 

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- USCIS Employment Authorization Document (EAD).  
 Print first four numbers/letters on EAD:  
 or Perm. Resident Card (acceptable alternative): 

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- Refugee Travel Document.  
 Date of issuance: \_\_\_\_\_; Refugee country: \_\_\_\_\_
  
- U.S. Certificate of Naturalization.  
 Print first four digits of CIS Reg. No.: 

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- U.S. Certificate of Citizenship.  
 Date of issuance: \_\_\_\_\_; Place of issuance: \_\_\_\_\_
  
- Tribal Certificate of Indian Blood.  
 Date of issuance: \_\_\_\_\_; Name of tribe: \_\_\_\_\_
  
- Tribal or Bureau of Indian Affairs Affidavit of Birth.  
 Year of birth: \_\_\_\_\_; Place of birth: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

<b>Office Use Only</b>	Employee Name: _____	Ref. No.: _____
<b>Promptly report all observed violations of federal immigration law to: <a href="mailto:azicereport@dhs.gov">azicereport@dhs.gov</a></b>		
<input type="checkbox"/> <b>Reported violation (check if applicable and attach copy of email to this form)</b>		

## INSTRUCTIONS FOR USE

1. **Locate one form of your identification that is on the list**
2. **Make a clear and legible photocopy of that identification document. If the document is more than one page, such as a passport, copy only those pages that contain your name, photograph, date of birth, and document number.**
3. **Clearly and legibly print your name at the top of the Affidavit form *exactly* as it appears on the identification document you have selected.**
4. **Check the box on the Affidavit form that corresponds to the identification document you have selected.**
5. **Complete the boxes and/or descriptive information as applicable to the form of ID you have selected. Please do *not* provide any additional information on the form.**
6. **Sign the form at the bottom.**
7. **Date the form.**
8. **Either mail, email or fax the form and the *copy* of your ID to:**  
**City of Phoenix**  
**The Requesting Department's address, email or fax number.**  
**NOTE: Do not mail us your original ID. The copy of your ID will be destroyed.**
9. **Departments must sign the Office Use only section after verifying the information. Send to Accounts Payable section of the Finance Department.**