Employment of Illegal Immigrants – Certification by Bidder/Contractor

Pursuant to Act 157 of 2007 and Procurement Law and Rules 19-11-105 all bidders/contractors who will be having a public contract with a state agency for professional services, technical and general services, or any category of construction in which the total dollar value of the contract is twenty–five thousand dollars ($25,000.00) or greater must certify prior to the award of the contract and amending of the contract that they do not employ or contract with any illegal immigrants(s) in its contract with the state.

Bidders shall certify online at Web Site:

https://www.ark.org/dfa/immigrant/index.php/user/login

The Act is printed in full on the website and contains all information regarding any penalties and the procedures for certification by subcontractors.
Employment of Illegal Immigrants

Please print the instructions before going to the website for entering information. Hold the Ctrl Key down on computer as you click the Web Site Address listed on this page.

You can also key into the Internet Explorer the Web Site Address.

https://www.ark.org/dfa/immigrant/index.php/user/login

The following screen will be shown.
Vendor – Click on right hand side of page the blue box “Submit Disclosure Form”.
Complete the following:

**Vendor Name** – Enter Legal Name as it appears in AASIS

**Contract Type** – Choose from drop down box:
- Technical/General Services
- Sub Grant
- Professional Consulting Services

**Bid Number** – If this is a new Sub Grant Agreement or Professional/Consultant Services Contract leave blank. If this is an amendment to an existing Sub Grant Agreement or Professional/Consultant Services Contract enter the Outline Agreement number which begins with 46.

**Statement** - Choose from drop down box either yes or no to *Do you employ or contract illegal immigrants?*

**Email Address** – Enter Vendor’s email address

**Select Agency** – Choose from drop down – Department of Health

Click - Submit
Verify that the information entered is correct. If correct, click **Confirm and Submit**.

**Print** copy for your files and **email or fax a copy to the ADH program** that has requested it.

If not correct, click the **Back to Disclosure Form** and correct the information and click **Submit** again.

Re-verify that the information is correct then click **Confirm and Submit** if correct.

**Print** copy for your files and **email or fax a copy to the ADH program** that has requested it.