

Business Registration

New Application Check-Off List

The Georgia Immigration Reform Act passed by the State Legislature and signed by the Governor, effective January 1, 2012, requires all applicants filing a new business application for a Cobb County Occupation Tax Certificate or Business License to provide the information/documents listed below.

The **Complete Package** must include the documentation below.

- Completed occupation tax certificate/business license [Application](#) form. The application **MUST** be signed by an owner or W-2 employee of the company. The two affidavits required below **MUST** be signed by the same person who signs the application. The secure and verifiable document **MUST** also be that of the signer. (**All documents must have the same name/signature on them.**)
- Completed, signed, and notarized [private employer affidavit](#). **Required** even if no employees. (Click link for affidavit)

The private employer affidavit is required by O. C. G. A. 36-60-6(d). As of **July 1, 2012**, employers with 100 or more employees must register with and use E-Verify. **Effective July 1, 2013, employers with 11 or more employees MUST register with and use E-Verify.** For these applicants, the E-Verify number, also known as the Federal Work Authorization User Identification Number, must be provided on the affidavit. For more information on E-Verify and obtaining a Federal Work Authorization User Identification Number visit <http://www.uscis.gov>. ***This is not your Federal Tax I.D. Number.**

- Completed signed and notarized [HB87 citizenship affidavit](#). (Click link for affidavit)

The HB87 citizenship affidavit is required by Georgia Immigration Reform Act O.C.G.A. 50-36(1)(e)(2) more information about this can be found at [Georgia Immigration Reform Act](#).

- One [secure and verifiable document](#) (i.e. a valid driver's license or passport; if not a U.S. citizen, an I-551 or I766 is also required.) (Click link for a list of secure and verifiable documents.)

The secure and verifiable document **MUST** be provided **in person or electronically** to businesslicense@cobbcounty.org.

- To get the amount of your fee, e-mail the COMPLETE PACKAGE to businesslicense@cobbcounty.org. An email will be sent back to you giving you the fee for your Occupation Tax Certificate/Business License. Once you receive the e-mail giving you the fee amount, **BRING** the signed originals of **ALL** the documents (**the Complete Package**) with the fee payment to our office at 1150 Powder Springs Street, Marietta, GA 30064, for processing. **THE U.S. POSTAL SERVICE DOES NOT DELIVER MAIL TO THE PHYSICAL ADDRESS LOCATION.**

Our office accepts checks payable to Cobb County Business License or debit and credit cards (Visa and Mastercard only).

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TO EXPEDITE PROCESSING OF DOCUMENTS FOR REGISTRATION OF COMPANY VEHICLES: Have your LOCAL REPRESENTATIVE/EMPLOYEE **BRING** the signed originals of **ALL** the documents (the Complete Package), with the fee payment, to our physical address at 1150 Powder Springs Street, Suite 400, Marietta, GA 30064, for processing. **THE U.S. POSTAL SERVICE DOES NOT DELIVER MAIL TO THE PHYSICAL ADDRESS LOCATION.**

If the Complete Package **MUST BE MAILED** to our office, the **MAILING ADDRESS** is Cobb County Business License, P. O. Box 649, Marietta, GA 30061-0649.

The Cobb County Business License Division will not confirm receipt of mail delivery. If you must have receipt of mail delivery, please send the complete package via UPS, FEDEX or other courier service to the Cobb County Business License Division, 1150 Powder Springs Street, Suite 400, Marietta, Georgia 30064.

Should you have further questions, please call 770-528-8410