



John W. Hickenlooper, Governor

Department of Local Affairs

Reeves Brown, Executive Director

Division of Local Government

Tony Hernandez, Director

January 2013

Dear Local Government Official:

Your local government's annual certification regarding immigration is due by March 1, 2013.

COMPLIANCE INSTRUCTIONS – BOTH STEPS MUST BE COMPLETED BY EACH

1. Reporting to the Legislative Council of the General Assembly: You must report to the General Assembly the number of arrests made to Immigration and Customs Enforcement Office, (ICE). To file this report, download the form from www.leg.state.co.us; click on Legislative Reports and Requirements then Senate Bill 06-090 Immigration Reporting. Follow the directions on the website to complete the form and fax to 303-866-2534, or mail to the Office of Legislative Council, Room 029, State Capitol Building, Denver, CO 80203-1784.

IMPORTANT: You will need to submit even if your police force is provided by another local government.

2. <u>Certifying to DOLA</u>: Local governments must annually certify their compliance with SB06-090. Once you have submitted the Arrestee Immigration Status Report to the Legislative Council, please complete and submit the enclosed Certification of Compliance form to DOLA. Submission instructions are on the form.

IMPORTANT: The form must state the governing body (County name or City/Town name) and must be signed by an authorized authority. (For counties: Commissioner, County Manager or Attorney. For municipalities: Mayor, City/Town Manager, City/Town Clerk or Attorney)

This certification indicates your governing body is cooperating with federal officials in matters concerning the enforcement of state and federal immigration laws. It is imperative that DOLA receive your Certification of Compliance Form, as well as notice from the Legislative Council that you have filed your Arrestee Immigration Status Report form to be in compliance with SB06-090. You *must* be in compliance with SB06-090 to receive financial assistance through grants administered by DOLA.

If you have questions or concerns regarding the forms you are submitting, please contact the designated individual:

- 1. Arrestee Immigration Status Report, Stephanie Smith, Legislative Council, 303-866-4784.
- 2. Certification of Compliance Form, Quinn Fairchild, DOLA, 303-866-2156.

Thank you for your prompt attention to this matter.

Tony Hernandez, Director Division of Local Government