

**INFORMATION SHEET FOR SOLE PROPRIETOR APPLICANTS
(INITIAL AND RENEWAL)
CONCERNING REQUIREMENT OF ESTABLISHING LAWFUL PRESENCE IN THE UNITED
STATES AS A CONDITION OF HEALTH FACILITY LICENSURE**

NOTE

This information contained herein applies exclusively to sole proprietors applying for an initial health facility license or applying for renewal of such license on and after August 1, 2006.

“Sole proprietors” are natural persons, 18 years of age or older, who own their own business directly without formally creating a separate legal entity (e.g., partnership, corporation, limited liability corporation, or any other “non-natural” business entity.)

1. IDENTIFICATION REQUIREMENTS:

As a condition of licensure, a sole proprietor who is applying for a health facility license (initial or renewal) must establish lawful presence in the United States by submitting one of the following forms of identification:

- (1) Valid Colorado driver's license or Colorado identification card (Note: must be current/non-expired with valid address);
- (2) United States military card or a military dependent's identification card;
- (3) United States Coast Guard Merchant Mariner Card; or,
- (4) Native American Tribal document.

IN-PERSON SUBMISSIONS:

○Acceptable identification formats submitted by the Applicant in person are as follows:

(A) Original.

(B) Original certified copy. *An “original certified copy” means a copy of an original document certified by a competent official that bears the statement “certified copy,” an original signature, raised embossed seal of the certifying agency, and date of certification.*

MAILED SUBMISSIONS:

○A recognizable photocopy of an original or original certified copy is acceptable if the page on which the photocopy is printed bears: an original notary public certification and include the following typed or printed language:

“The undersigned notary whose seal is affixed hereto hereby certifies as follows: I was presented with and examined the original document, a photocopy of which appears on this page, and that said photocopy is a true copy of the original.”

○A sample photocopy submission is printed on the reverse side of this information sheet.

AND,

2. AFFIDAVIT REQUIREMENT: (AVAILABLE AT: <http://www.cdphe.state.co.us/hf/pubguide.asp> Scroll down to “FOR SOLE PROPRIETORS: ESTABLISHING LEGAL PRESENCE IN THE UNITED STATES”)

An executed and notarized affidavit of the applicant, available from the Department, must be submitted attesting:

- (a) That he or she is a United States citizen or legal permanent resident; or,
- (b) That he or she is otherwise lawfully present in the United States pursuant to federal law.

○If an applicant executes an affidavit stating that he or she is an alien lawfully present in the United States, verification of lawful presence shall be made through the Federal Systematic Alien Verification of Entitlement Program of the United States Department of Homeland Security or a successor program designated by the United States Department of Homeland Security. Until such verification of lawful presence is made, the affidavit may be presumed to be proof of lawful presence until March 1, 2007.

For alternative forms of identification acceptable until March 1, 2007 and for information concerning waivers available to qualifying sole proprietors, please review Department of Revenue rules and information accessible at the following URLs:

http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules
http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceDetails