



OFFICE OF THE ATTORNEY GENERAL
STATE OF ARIZONA

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ATTORNEY GENERAL

May 1, 2008

Voluntary Employer Enhanced Compliance Program
Arizona Revised Statutes § 23-215

ENROLLMENT INSTRUCTIONS

First, print the Affidavit and Agreement form from the Attorney General's Web site ([download the form here](#)) and review it carefully. Make sure you understand the document and are willing and able to perform fully in accordance with its terms. If you have any doubt about whether the Voluntary Employer Enhanced Compliance Program is right for your business, you should consult your attorney.

Second, register to use the federal E-Verify program and the federal Social Security Number Verification Service. You can find instructions on the following Web sites:

E-Verify:

www.dhs.gov/ximgtn/programs/gc_1185221678150.shtm

Social Security Number Verification Service:

www.ssa.gov/employer/ssnv.htm

Third, fill in all the information required on the affidavit form. If you have questions, check the [Frequently Asked Questions](#) on the Attorney General's Web site. If you have any questions unique to your situation (for example, whether your business is a sole proprietorship, corporation, partnership, or other form of entity, or whether the employee or other representative is authorized to sign on behalf of the employer) you should consult your attorney.

Fourth, the duly-authorized representative of the employer should sign the Affidavit and Agreement in front of a notary public, and the notary public should sign and date the document.

Finally, make a copy of the signed document for your records, then mail the original, signed Affidavit and Agreement to:

Voluntary Employer Enhanced Compliance Program
Attorney General's Office
1275 West Washington
Phoenix, Arizona 85007