

**2024-2025 Residency Training Permits  
RENEWAL INFORMATION**

**Residency Training Permits will expire on June 30, 2024.**

**Rule 360-2-.10 (5)** Failure to renew a postgraduate training permit by the designated expiration date (**6-30-2024**) shall result in a penalty for late renewal as required by the Board. Postgraduate training permits that are not renewed **within one month** of expiration (**8-1-2024**) shall be revoked for failure to renew and a new application with the appropriate fee shall be required.

**INFORMATION FOR 2024-2025:**

**Renewal applications will be completed and submitted on through the licensee portal.**

**Renewing Residents** that previously provided **U.S. citizenship** affidavit and documentation do **NOT** have to provide the information for 2024-2025.

**Renewing Residents** that are **NOT U.S. citizens** must submit the notarized affidavit and copy of the verifiable document(s) being submitted to verify the immigration status.

**NO change in fees for 2024-2025. ALL FEES MUST BE PAID ONLINE.**

**\$75.00** – Standard renewal - received by the Board on or before **6-30-2024**

**\$145.00** – Late renewal - received by the Board from **07-01-2024** to **07-31-2024**

**\$150.00** – Reinstatement - reapply for a permit as of **08-01-2024**

**Reminder:** Make sure to have appropriate signatures and dates where indicated. **Attach appropriate documentation for YES answers.**

Program Director should complete the **ENTIRE** section under Part 2 on Form B. Form must be **notarized**. The dates must match. *Electronic notary is not acceptable in GA.*

If question #1 is checked as NO, submit documentation to verify Immigration Status.

EMAIL (or share file/s) with the completed supplemental documents (Form B) along with a list of residents to **[Residency.Training@dch.ga.gov](mailto:Residency.Training@dch.ga.gov)**. Allowable email size with attachments is 25MB.

If you require additional information, please email or call:

David Harris **[David.Harris@dch.ga.gov](mailto:David.Harris@dch.ga.gov)**

Thanks in advance for your cooperation!

**Documentation to be submitted with the Notarized Affidavit:**

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2  
Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**If you are NOT a U.S. citizen, provide the following:**

Permanent Resident card – copy of the I-551 (Both FRONT and BACK of card)  
 Employment Authorization Card - copy of the I-766 or I-688A  
 J-1 Visa – copy of the DS-2019 (J-1 visa) and copy of the I-94  
 F-1 Visa – Copy of the I-20 (F-1 visa) and copy of the I-94  
 H-1-B visa – Visa Information with valid (not expired) foreign passport and I-94

The Board participates in the **DHS-USCIS SAVE** (Systematic Alien Verification for Entitlements or "SAVE") program for the purpose of verifying citizenship and immigration status information of non-citizens.

**MAKE SURE ALL COPIES ARE LEGIBLE.** Use a good quality copier and ENLARGE the size of the copy if needed. If we cannot read your documents, we will be unable to submit your information to the SAVE program, which will delay the processing of your application.