Department of Environmental Quality



NOTICE

NEW PROCEDURES FOR OBTAINING AGENCY ISSUED LICENSES/CERTIFICATIONS

Effective November 1, 2007

In order to comply with Oklahoma's new immigration law, 56 Okla. Stat. § 71, the Oklahoma Department of Environmental Quality has established the following new procedures for an individual to obtain an agency-issued license/certification.

- A. In order to obtain a license/certification or to renew an existing license/certification, the documentation requested in Sections C and E, including a signed Affidavit Regarding Citizenship, is required. In the absence of the required documentation, citizenship and immigration status cannot be determined and applicants may not be eligible for the license/certification for which they are applying.
- B. The Department of Environmental Quality will have available notary public services for the Affidavit Regarding Citizenship at no cost to the applicant at the main office located at 707 N. Robinson, Oklahoma City, Oklahoma 73101 during regular business hours (8:00 a.m. 4:30 p.m. Monday through Friday, except holidays).
- C. The following documents <u>must</u> be provided to the agency with the relevant license/certification application in order to establish eligibility:

ALL U.S. CITIZENS

1. A signed and notarized Affidavit Regarding Citizenship (see attached affidavit)

ALL NON-U.S. CITIZENS:

If you are not a U.S. Citizen, but are a qualified alien under the federal Immigration and Nationality Act and are lawfully present in the U.S. to work, please provide one of the documents listed in Section E, along with the Affidavit Regarding Citizenship.

- D. The Oklahoma Department of Environmental Quality participates in the Systematic Alien Verification for Entitlements (SAVE) Program, which is an intergovernmental information-sharing initiative designed to aid in determining a non-citizen applicant's immigration status (lawful presence), and thereby ensuring only eligible non-citizens receive government benefits, such as licenses/certifications.
- E. The Oklahoma Department of Environmental Quality will only issue licenses/certifications to Qualified Aliens (non-U.S. citizens) who present valid documentary evidence of one (1) of the following:

	Unexpired foreign passport, with I-551 stamp, or attached Form I-94 indicating unexpired
	employment authorization;
П	Permanent Resident Card or Alien Registration Receipt Card with photograph (Form L-15

Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151, or I-551);

Unexpired Temporary Resident Card (Form I-688);
Unexpired Employment Authorization Card (Form I-688A)
Unexpired Reentry Permit (Form I-327);
Unexpired Refugee Travel Document (Form I-571);
Unexpired Employment Authorization Document issued by Department of Homeland
Security ("DHS") containing a photograph (Form I-688B);
Valid unexpired immigrant or non-immigrant visa status for admission into the United States
Pending or approved application for asylum in the United States;
Pending or approved application for temporary protected status in the United States;
Approved deferred action status (Aliens whose deportation is being withheld under (1) §
243(h) of the Immigration and Nationality Act ("INA") as in effect prior to April 1, 1997 or
(2) § 241(b)(3) of the INA;
Pending application for adjustment of status to legal permanent resident or conditional
resident status. (Aliens granted conditional entry under § 2039 (a)(7) of the INA before April
1, 1980). (Upon approval, the applicant may be issued a temporary license/certification for
the period of time of the authorized stay in the U.S., or if there is no definite end to the period
of authorized stay, then for period of one (1) year);
Cuban and Haitian Entrants, as defined in § 501(e) of the Refugee Education Assistance Act
of 1980;
Aliens granted parole for at least one year under § 212(d)(5) of the INA;
Battered aliens, who meet the conditions set forth in § 431(c) of Personal Responsibility and
Work Opportunity Reconciliation Act ("PRWORA") as added by § 501 of the Illegal
Immigration Reform and Immigrant Responsibility Act of 1996, P.L. 104-208 (IIRIRA), and
amended by § 5571 of the Balanced Budget Act of 1997, P.L. 105-33 (BBA), and § 1508 of
the Violence against Women Act of 2000, P.L. 106-386. Section 431(c) of PRWORA, as
amended, is codified at 8 U.S.C. 1641(c);
Victims of a severe form of trafficking, in accordance with § 107(b)(1) of the Trafficking
Victims Protection Act of 2000, P. I. 106-386

F. Complying with the above requirements does not guarantee issuance of a license/certification. Applicants must still satisfy all other required qualifications of the respective licenses/certifications for which they are applying.

G. RENEWALS:

Effective November 1, 2007, all applicants will be required to present the documentation listed and E to establish eligibility. All licenses/certifications may be renewed upon expiration in Sections C satisfying any other preconditions required by the particular license/certification, by, in addition to mailing a renewal application and any applicable renewal fee. For renewal applicants that have already demonstrated citizenship by satisfying the requirements set forth in Section C above in his/her original application or a prior renewal application, the applicant shall not be required to resubmit such applicants that identify themselves as a "qualified alien lawfully present" documentation. For renewal in the Affidavit Regarding Citizenship, the documents listed in Section E must be resubmitted to the Oklahoma Department of Environmental Quality with the renewal application in order to demonstrate that the applicant's lawful status has not changed.

Department of Environmental Quality



AFFIDAVIT REGARDING CITIZENSHIP

1,		(Print name) swear	under a penalty of pe	rjury, that I
am				
(Check one)	a United States citiz	zen; or		
United States Department Department of Environment benefit/license/certification	of Homeland Security to the new to the order	be eligible to receive the	p and immigration Ok	
		Signature License/cert	ification Applicant	
* Any person who knot representation in this affidation fraudulently obtaining a constitutes a false claim of Oklahoma Department of I based upon the venue in w	public assistance prog f U.S. citizenship under Environmental Quality v	riminal penalties appli- gram benefit (a license 18 U.S.C. Section 91 with the United States 2	cable in the State of O e/certification). If t l, a complaint will be	klahoma for he affidavit filed by the
	<u>ACKNOV</u>	VLEDGEMENT		
State of)			
County of)			
Subscribed and sw	orn to before me this _	day of	, 20	
Notary Public				
My Commission expires:				

The Oklahoma Department of Environmental Quality INSTRUCTIONS for OPERATOR CERTIFICATION RECIPROCITY APPLICATION

- List the NUMBER of certificates you wish to transfer, STATE from which you are transferring and EXPIRATION DATE of those certificates
- 2. Print your NAME, MAILING ADDRESS, CITY, STATE, etc. Your BIRTHDATE and SOCIAL SECURITY NUMBER must be shown. The MAILING ADDRESS must be the OPERATOR'S ADDRESS!
- 3. List YOUR JOB TITLE: (Water Plant Supt, Wastewater Plant Supt, Water Plant Operator, etc).

DO YOU SUPERVISE OTHER EMPLOYEES? Answer yes or no. **IF YES**, list the number of employees you supervise. Please list the **NAME OF YOUR SUPERVISOR** and his/her **LICENSE NUMBER**.

- 5. List your PLACE OF EMPLOYMENT'S NAME, ADDRESS, CITY, STATE, etc.
- **6. EMPLOYER'S WATER FACILITY / SEWER FACILITY ID NUMBERS**: The Water Facility Number is a seven-digit **NUMBER** and the Wastewater Facility **NUMBER** usually has 5 digits. These numbers identify the type of system. They can be obtained from your Supervisor or Employer.
- 7. CHECK (X) the box on the left of the certification level for which you are applying. List the equivalent certification you hold as well as the current certification # in your state. Be sure to notice that there are separate boxes for water and wastewater.
- 8. List your **EXPERIENCE** in Water, Wastewater, Laboratory, or Distribution/Collection which will be used to qualify for this certification. Be sure to list "TO" and "FROM" dates as well as **DESCRIBE YOUR DUTIES**.

NOTE: It is important to update this information each time you apply. DO NOT rely on this office to maintain the information. The regulation states this is the responsibility of the Operator.

9. TRAINING CREDIT -

Please list all water and/or wastewater classes you have attended and/or will be attending prior to transfer of certification. Additional sheets or copies of certificates may be attached in lieu of this section.

THE TRAINING CREDIT SECTON CANNOT BE LEFT BLANK.

NOTE: It is important to update this information each time you apply. DO NOT rely on this office to maintain the information. The regulation states this is the responsibility of the Operator.

10. Read the "STATEMENT OF UNDERSTANDING", SIGN, DATE. Must be the Applicant's Signature.

FEES: The application fee is a **non-refundable, nontransferable** fee of \$62 per certification to be transferred.

Please choose form of payment on the **PAYMENT FORM** located at the bottom of page 3 of the application.

Make your check or money order payable to: Dept of Environmental Quality and mail it with the application to:

DEPT OF ENVIRONMENTAL QUALITY FINANCIAL & HUMAN RESOURCES OKLAHOMA CITY, OK 73101-2036

PO BOX 2036

As of September 10, 2009, faxed applications CAN be accepted. A purchase order, or credit card number MUST be included and the affidavit of citizenship must have an ink notary stamp.

- Check your application to make sure that you have completed all blanks. If any information is not listed, your application is subject
- ✓ to being returned and not being approved.
- ✓ If you need assistance contact the operator certification section at or (405) 702-8100.
- ✓ After you submit your reciprocity application, it will be processed. If your application is returned to you with a disapproval letter, please make corrections and return your application. Allow 4 weeks for the reciprocity process.
- Application must be submitted on a current form.
- ✓ Please allow 6 weeks for the processing of a reciprocity application.

YOU ARE NOT AN OPERATOR IN THE STATE OF OKLAHOMA UNTIL YOU HAVE RECEIVED YOUR OKLAHOMA CERTIFICATION CARD.

The Oklahoma Department of Environmental Quality OPERATOR CERTIFICATION RECIPROCITY APPLICATION

page 1

PLEASE RETURN THE APPLICATION AND APPLICATION FEE TO: Dept. of Environmental Quality

Dept. of Environmental Quality Financial & Human Resources

PO Box 2036

Incomplete or incorrect applications may be returned.

Oklahoma City, OK 73101-2036

Or: Fax # 405-702-8101

PAYMENT INFORMATION

Payment must be included with this application. The **non-refundable** and **non-transferable application fee** is \$62.00 per certification to be transferred. This is an application processing fee and is incurred at the time of application.

1. # of certificates to be transferred		Licensing State:	Expiration date:	
2. Last name:		First		MI:
		name:		
Mailing		City:	State:	Zip:
address:				
Social Security #:		Birthdate:		
□*Pursuant to OAC 710:95-9-3(a), DEQ must required by OTC.	t provide to the Oklahoma Tax Comi	mission ("OTC") a list of all its licensees along w	ith their social security numbers and o	ther identifying information that may be
Home Phone:		Email Address:		
3. Job Title:				
Do you supervise other o	perators or helpers	If yes, how many	?	
Name of Immediate Sup	ervisor	Sup	pervisor's License #	
4. Employer:		Address:	City	:
State: Zip:		Office Phone:	Fax:	
5. Water Facility ID:		Wastewater Facility	1	
		ID:		

6. Please place an X in the box to the left of the certifications you wish to transfer.

	Oklahoma	Cert	ification	Equivalent License in your state		Current License #	
	WATER		ASTEWATER	WATER	WASTEWATER	WATER	WASTEWATER
	D (100050)		D (100117)				
	C (100051)		C (100118)				
	B (100119)		B (100121)				
	A (100120)		A (100122)				
	C LAB (100123)		C LAB (100124)				
	B LAB (100125)		B LAB (100126)				
	A LAB (100127)		A LAB (100128)				
DI	DISTRIBUTION / COLLECTION						
	C OPERATOR (100129)						
	TECHNICIAN (100130)						

The Oklahoma Department of Environmental Quality OPERATOR CERTIFICATION RECIPROCITY APPLICATION

page 2

			xperience in water a ditional sheets if nee		wastewater syster	m oper	ations or	maintenar	nce. List your
1.	From	To	Name of Employ	er					
	Employer's	Address_			City		State	Zip	
	Describe yo	our duties in	detail:						
2.	From	To	Name of Employ	er					_
	Employer's	Address			City		_State_	Zip	
	Describe ye	our duties ir	n detail:						
pri			list all water and/or ion. Additional she THIS SECTI	ets or		cates ı	nay be at		
Cla	ass Title and	d Location			Class Date(s)		Training	g Hours	Class Number
				_		_			
				_		_			
				_		_			
				_		_			
				_		_			
				Tota	I hours approved	l traini	ng		_
			Highest high se	chool	grade or college d	egree	completed	d:	
COI	ntain no willfu mplete. I und	ul or neglige erstand tha	nding: I hereby certi ent misrepresentation t any misrepresentate e issued as a result d	n or fa tion or	Isification and that falsification may i	t all info	ormation i	s true, acc	curate and
Siç	gnature of A	pplicant			D	ate			
Pa	yment page	located on	Page 3						

The Oklahoma Department of Environmental Quality OPERATOR CERTIFICATION RECIPROCITY APPLICATION

page 3

PLEASE CHOOSE FORM OF PAYMENT							
APPLICATION CANNOT BE PROCESSED WITHOUT PAYMENT.							
CHECK ENCLOSED	MADE PAYABLE	TO DEQ	CHECK #				
MONEY ORDER ENCLOSED	MADE PAYABLE	TO DEQ	MONEY ORDER #				
PURCHASE ORDER	-	PURCHASE ORDER #	ŧ				
CREDIT CARD: MUST BE VISA	OR MASTERCARD	NAME ON CREDIT CA	ARD:				
CREDIT CARD #:		EXPIRATION DATE:					
BILLING ZIPCODE:		SIGNITURE:					

Please provide the pay	ment contact information if it	is different from the	information provided in the application.
Phone #:			
Email Address:			