



Procedure for authorizing NDOR benefits to Individuals or a Sole Proprietorship

Any individual or a sole proprietorship that becomes an applicant for one of the four Nebraska Department of Roads benefits listed below shall complete the United States Citizenship Attestation Form.

- Contract or agreement
- Haying permit
- Licenses for City or County Highway Street Superintendents
- Relocation assistance

Attestation forms that are marked "I am a citizen of the United states" shall become part of the contract, permit, license or etc. to document the verification process.

Attestation forms that are marked "I am a qualified alien" shall be emailed to Sandra Knippelmeyer in the Planning and Project Development Division (PPD) to verify qualifications. Sandra will verify the applicant and return a copy (by Email) of the form marked either *Authorized* or *Rejected* within about two working days.

Email Sandra.knippelmeyer@nebraska.gov

All completed Attestation forms shall be maintained by the originating Division for the annual report to be prepared in January. The report will detail the number individuals and sole proprietorships that applied for benefits and the number of applicants that were rejected.

Note: If there is question about the definition of a sole proprietorship, contact Marty Bundy – NDOR – Legal at martel.bundy@nebraska.gov.

If there is a question about the Attestation form, please contact Mike Owen – Planning and Project Development - mike.owen@nebraska.gov.