

Application for Certificate of Recognition (Human Trafficking Prevention Business Partnership Program)

The attached application, including the information provided in the application, is a public record and subject to public access and disclosure. Do not include information that may be confidential or a trade secret.

Commentary

The Human Trafficking Prevention Business Partnership program as provided by Section 405.023 of the Texas Government Code and the secretary of state's administrative rules found in 1 Texas Administrative Code Chapter 90, recognizes that corporations and private entities can contribute to the efforts of federal, state, and local officials engaged in combatting human trafficking and in prosecuting human trafficking crimes. This application process is designed to identify and recognize those corporations and private entities that have implemented zero tolerance policies toward human trafficking and have taken voluntary steps to promote public awareness of human trafficking.

Any corporation or private entity that engages in a for-profit activity may submit an application for participation in the partnership and for a certificate of recognition. A corporation is defined by rule as a domestic or foreign for-profit corporation, limited partnership, limited liability company, professional association, or cooperative association that is governed under the Texas Business Organizations Code, federal law, or the law of another state or nation. A private entity includes a bank, trust company, savings and loan association, insurance company, railroad company, or other organization that engages in a for-profit activity through its employees.

A certificate of recognition issued to an eligible participating corporation or private entity is valid for three years and can be renewed for an additional term by the participating entity. There is no processing fee for making an application.

Instructions for Form

A document on file with the secretary of state is a public record subject to public access and disclosure. When providing address or telephone information, use a business or post office box address rather than a residence address if privacy concerns are an issue.

- **Applicant Information:** Provide the full legal name of the applicant and its principal office address. The principal office address does not need to be in Texas. The contact point is the individual to whom any correspondence may be addressed regarding the application or documentation provided. The contact point is not required to be the person who signed the application.
- **Business Information:** Completion of this section is not required, but optional. However, the information provided may be useful to the secretary of state when developing a database of best practices for combatting and preventing human trafficking within certain industries or businesses.
- **Attachments:** If the space provided is not sufficient, provide additional information or documentation as a separate attachment to the form. Do not include digital, video or electronic attachments. If applicant provides employee training on human trafficking or other information in a digital or electronic format, a print-out or transcript of the material should be provided.
- **Execution:** The application must be signed by a person who is authorized to sign on behalf of the applicant. Generally, a corporate officer is authorized to sign on behalf of a corporate entity.
- **Delivery Instructions:** The completed form may be mailed to P.O. Box 13193, Austin, Texas 78711-3193; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. The secretary of state will issue a certificate of recognition on filing a completed and approved application.

Submit to:
SECRETARY OF STATE
Registrations Unit
P O Box 13193
Austin, TX 78711-3193
512-475-0775
512-475-2815 - Fax



**APPLICATION FOR
CERTIFICATE OF
RECOGNITION**

The undersigned applicant seeks to participate in the Human Trafficking Prevention Business Partnership program established by §405.023 of the Government Code and requests recognition for its contributions to the efforts of federal, state, and local officials engaged in combatting human trafficking and in prosecuting human trafficking crimes. The voluntary steps and measures taken by the applicant to prevent and combat human trafficking, as demonstrated by the information and documentation provided, qualify the applicant for membership in the partnership and for a certificate of recognition.

Applicant Information

1. Business Name: _____
Provide the full legal name of corporation or private entity

2. Address: _____
Street City State Zip Code

3. Contact Point: _____
First Name Last Name Job Title

Contact Address: Same as above Contact's mailing address is different and shown below:

Street City State Zip Code

Work Phone: _____

Business Information (optional)

Type of Business: Retail Service Manufacturing

Average Number of Employees: _____ Number of Locations in Texas: _____

Markets Served by Applicant: Local National International

Briefly Describe Applicant's Main Products/Services:

Eligibility

4. Partnership Promotion & Awareness:

Has applicant either notified its employees that the entity is seeking a certificate of recognition as a member of the partnership or does applicant agree to notify employees if a certificate of recognition is granted?

No Yes

Has applicant either notified its business partners that the entity is seeking a certificate of recognition as a member of the partnership or does applicant agree to notify its business partners if a certificate of recognition is granted?

No Yes

Eligibility

5. Has applicant adopted a Zero Tolerance Policy towards human trafficking that includes:

Complying with all applicable federal and state human trafficking laws and regulations?

No Yes Not Applicable

Assessing and examining the business's supply lines, supplies, other inputs, and business related facilities to determine that they are free from human trafficking and taking appropriate action to address negative findings?

No Yes Not Applicable

Creating a housing plan (if the corporation or private entity provides or arranges housing) that ensures compliance with applicable host country requirements?

No Yes Not Applicable

Prohibiting employees, agents, or subcontractors from withholding the identity or immigration documents, such as a passport or driver's license, from a worker?

No Yes Not Applicable

Procedures to prevent agents and subcontractors at any tier and at any dollar amount from engaging in trafficking in persons, and to monitor, detect, and terminate any agents and subcontractors who engage in, or who have employees who engage in, such activities?

No Yes Not Applicable

A prohibition against the expenditure of any business funds for the purpose of patronizing a business that is part of the commercial sex industry or using any business resources to engage in activities related to the commercial sex industry?

No Yes Not Applicable

Provide additional supporting documentation, as necessary:

6. Has applicant taken measures to ensure compliance with the Zero Tolerance Policy, including:

Implementing a mandatory human trafficking awareness training for all employees that includes the actions that will be taken against employees for violations?

No Yes

Provide information about the training used and attach copies, if available:

Establishing a policy and point of contact for employees to report possible violations without fear of retaliation, including through a hotline number and e-mail address, and to ensure that any violations get reported to the proper law enforcement agency and the Texas Department of Family and Protective Services?

No Yes

Providing information to employees about resources for providing assistance to victims of human trafficking?

No Yes

Provide additional information or documentation, as needed:

7. Has applicant participated in any human trafficking public awareness or education campaigns within the last twelve months?

No Yes If yes, list the date of the campaign(s). _____

Describe the campaign and how it raised awareness of human trafficking within applicant's community or supported federal, state, or local efforts to combat/prosecute human trafficking. Attach any additional documentation as needed.

Describe applicant's participation in the campaign. Attach any additional documentation as needed.

8. By seeking membership in the Human Trafficking Prevention Business Partnership program, applicant agrees to share its best practices in combatting human trafficking. Describe below applicant's best practices. Attach additional supporting documentation as needed.

Certification of Applicant

I certify that I have reviewed the preceding statements and any attached supporting documentation provided, and to the best of my knowledge, the information provided is true, accurate, and complete. I also certify that I have the authority to execute this application on behalf of the applicant.

Execution

Date: _____

Signature of Authorized Person

Printed or typed name and capacity/title

State of _____)

County of _____)

Sworn to and subscribed before me this _____ day of _____, 20 _____

(seal)

Notary Public Signature