



**DEPARTMENT OF LABOR**  
**Alien Labor Processing & Certification Division**

**APPLICATION FOR REGISTRATION**

Pursuant to 17 GAR §7105, we are requesting registration of our Temporary Foreign Workers (H-2B). Further, we also request the issuance of a Temporary Foreign Worker ID Card as evidence of successful registration. **We understand that the Registration Fee will be payable at the time of ID Card issuance in the form of a Cashier's check or Money order payable to the Treasurer of Guam.**

**TEMPORARY FOREIGN WORKER INFORMATION**

Name (as shown on Visa): (Last) (First) (Middle.)					Certified Occupation
Weight (lbs)	Height (inches)	Eye Color	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Place of Birth
Worker's Mailing Address in Country of Origin				email address	Name: Contact Info: Emergency Contact in Home Country
I-94 AGA Number	Passport Number	Social Security Number		DHS - WAC Number	
<input type="checkbox"/> Filipino <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Other - Specify: Ethnicity					Arrival Date
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		Number in Household (including self)		Employment Start Date	Hourly Wage
Number of years in school: Highest Education Achieved		Name of School			Degree/Diploma/License Type

**EMPLOYER INFORMATION**

Employer/Company Name		
Company President/Responsible Management Contact: Name and Title	Office Phone	
	Fax #	
	Cell #	
	Other Contact	
		Company Contact Numbers
Business Address		

**CERTIFICATION**

I hereby certify that the above information is true and correct. I also agree to abide by the assurances listed on the back of this application. I attest to the accuracy of information contained in this application and to any and all attachments thereto. I understand that knowingly furnishing false or inaccurate information on this application may result in fines and/or the revocation of this registration.

_____ Employer Signature / Date	_____ Employee Signature / Date
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**ALPCD USE ONLY**

<input type="checkbox"/> EXT <input type="checkbox"/> IMP	Processed by:	Valid for the period of:	Thru:
Date Received:	GDOL ID Number:	Case Number:	Date Processed:
Form ALPCD 11 - rev 04/2018		GES Job Order #	

Note to Employers:

**This form must be 2 sided.**

**The application will be rejected if it does not meet this standard.**

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## **EMPLOYER'S ASSURANCES**

**I hereby make the following assurance to the Department of Labor:**

- (i) That we will comply with all applicable laws and regulations of Guam and the United States for the duration of the Temporary Alien Worker's stay in Guam;
- (ii) That we will continue to attempt to recruit U.S.-resident workers for its Employment Positions filled by a Temporary Alien Worker for the duration of the Temporary Worker's stay in Guam;
- (iii) That we participate and will continue to participate in the Apprenticeship Program, as prescribed by the Guam Community College, or such other Apprenticeship Program(s) as may be approved by the Director of Labor;
- (iv) That the employer will obtain an Exit Clearance from the Department of Labor prior to the departure of the Temporary Alien Worker from Guam; and,
- (v) That no employment contract other than the employment contract submitted with the Application for Registration is in force, either in the U.S. or in any foreign country, that covers the Job Opportunity for which the Temporary Alien Worker is being employed in Guam, and that two copies of the employment contract have been provided to the Temporary Worker, one in English and the other in the language of literacy of the Temporary Worker.

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### **NOTICE**

In cases of extension, you must obtain a Temporary ID from ALPCD for each worker until such time as you receive your approval notice (form I-797) from USCIS. Your workers must continue to properly display their expired ID on the worksite and produce the temporary ID upon request for inspectors.



# Worker Registration and ID Card Procedures For Employers

Revised 10/13

Within 24 hours (excluding weekend and holidays) from the physical arrival of your H-2B workers on Guam, you must register your workers with ALPCD by submitting an Application for Registration and all supporting documents.

## Documents Required Per Worker:

1. Completed Application for Registration signed by employer and worker.
2. **Clear** copy of Worker's Passport (showing Visa and Passport Photo page) *Bring original passport for inspection.*
3. Signed Employment Contract (*In English and Foreign Language Translation if worker does not read English*)
4. I-797 Notice of Approval from US DHS – USCIS
5. Copy of electronic I-94 obtained from CBP website : [www.cbp.gov/I94](http://www.cbp.gov/I94)
6. Cover Letter (*if submitting multiple applications- pls list names being submitted on letter*)

Employers must submit applications, in person, at the ALPCD office. It is always a good idea to bring your file copy so we can stamp receive it as proof that you filed. Failure to submit your application on time may result in fines up to \$500.00 for the first offense.

Once the application is received, the application will be reviewed and processed. Once approved, the employer will be contacted and the workers will be scheduled for ID picture taking. You must ensure that you are on time for your scheduled appointment. It typically takes several days

A non-refundable fee of \$1,091.00 is due at the time of picture taking. For new importation, the fee may be prorated depending on the date of arrival of the worker. ALPCD staff will advise the employer of the proper registration fee and schedule picture taking. Payment must be made in the form of a Cashier's Check or Money Order payable to the "Treasurer of Guam". When reporting for the picture taking appointment at ALPCD, the employer will be issued a Government of Guam Field Receipt to acknowledge that payment for ID fees was made.

Under Guam law, workers are not permitted to report to the jobsite without first obtaining proper documentation proving that they have been registered.

In cases where ALPCD is unable to issue an ID card in a timely manner (within 7 to 10 days), ALPCD will issue a Temporary ID. This document must be in the worker's possession at all times when on the job site. The Temporary ID normally will be valid for no more than 30 days and must be renewed at the ALPCD office immediately upon expiration. There is no fee for the temporary ID. The Temporary ID is valid only with a clear copy of the worker's passport picture page.

In cases where workers are being extended, the employer must obtain a Temporary ID card in order for the workers to continue working. The employer should file for extension of the workers with USCIS in a timely manner. To obtain Temporary ID cards from ALPCD, you may submit a list of the worker's names and GDOL ID numbers to the ALPCD office. The workers must continue to display their expired H-2B ID and keep the Temporary ID in their possession for inspection by DOL or government officials if requested at the job site. Once you have received the I-797 Notice of Approval from USCIS, you must file the GDOL ID Card application immediately to obtain the regular H-2B IDs for your extended workers. The documentation for extension is the same as for newly imported workers. No proration of ID fees is allowed for extended workers.