



## TEMPORARY LABOR CERTIFICATION APPLICATION CHECKLIST

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Employer Name: \_\_\_\_\_ Documents Received on : \_\_\_\_\_

### **The Application**

- Application for Temporary Labor Certification - Form GDOL 750 (See *Item #1*)
- Form G-28 (for employers using Attorneys to file the application only)

### **The Job Offer**

- Completed Job Order- Form GES 514 (See *Item # 2*)
- Proof of Recruitment Efforts Made Prior to Filing the Application
- Proposed Three Day Advertisement (*called 2<sup>nd</sup> Ad*)
- Proof of Publication of Three Day Advertisement
- Proposed Employment Contract
- Barracks/ Housing Location Sketch

### **Justification of Need**

#### CONSTRUCTION INDUSTRY

- Project Summary Sheet (See *Item #3*)
- Project Location Sketch
- Project Contracts – Prime & Sub
- Building Permits
- Written Submittal (only if contractor is also the developer)

#### NON-CONSTRUCTION

- Audited Financial Statement
- Written Submittal Justifying the Need for Temporary Alien Workers
- Worksite/Office Location

### **Employer Profile, Assurances and Sureties**

- Contractor's License or Business License (for non-construction)
- Articles of Incorporation or Partnership Agreement
- Completed Clearance Sheet
- Notarized Statement of Employer's Assurances (See *item #4*)
- Wage Bond
- Repatriation Bond
- Statement of Temporary Nature