



**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 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 Marital Status		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		
	Office Phone	
	Fax #	
	Cell #	
	Other Contact	
Company President/Responsible Management Contact: Name and Title		Company Contact Numbers
Business Address		Foreign Manpower Agency Name & Contact Person

**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.

_____ <b>Employer Signature / Date</b>	_____ <b>Employee Signature / Date</b>
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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:
		GES Job Order Number:	
Fee Waiver: <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> Civilian Projects	<input type="checkbox"/> Pre-increase Contract/Bid	<input type="checkbox"/> Affidavit & Supporting Docs
Extension Temp Issued <input type="checkbox"/> NO <input type="checkbox"/> YES Exp:	<input type="checkbox"/> Full Pay <input type="checkbox"/> 6 Month Pay	6 Month Pay: \$ _____	<input type="checkbox"/> Fee Waiver Rec #: _____
		Final Pay: Prorated for _____ Mos.	Payment Due: \$ _____

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, which will be valid for no more than 3 months. Once you receive your approval notice (form I-797) from USCIS, you must immediately notify ALPCD. Your workers must continue to properly display their expired ID on the worksite and produce the temporary ID upon request for inspectors.

<b>Temp ID Issued Until:</b>	/                      /	<b>80 Day Mark:</b>



## Worker Registration and ID Card Procedures For Employers Revised July 2018

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.

### **NEW APPLICATIONS- Documents Required Per Worker:**

1. Completed Application for Registration signed by employer and worker. *Form MUST be 2 sided*
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. USCIS Form I-797 Notice of Approval
5. Copy of electronic I-94 obtained from CBP website : <https://i94.cbp.dhs.gov/I94/#/home> See "Get Most Recent I-94"
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 per worker for the first offense.

After the application is received, the application will be reviewed and processed. Once approved, the employer will be contacted (typically via email) and advised of the registration fee as well as the date and time scheduled for ID picture taking. You must ensure that you and your workers are on time for the scheduled appointment.

### **PICTURE TAKING:**

Please do not come more than 30 minutes prior to your appointment. If you have more than 5 workers scheduled for picture taking, please have them wait in the outside lobby of the GCIC Building and the employer representative should check in with the ALPCD front desk. Due to office space constraints, we will only allow 5-10 workers in the office at any given time. We expect the employer representative to assist in coordinating large groups.

A non-refundable annual fee of \$2,091.00 is due at the time of picture taking. The fee may be prorated depending on certain factors. Please refer to information regarding "Registration Fees" our website for more information. 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 representative 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.

### **TEMPORARY ID CARDS:**

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.

## **EXTENSIONS/RENEWALS:**

In cases where workers are being extended, the employer must obtain a Temporary ID card in order for the workers to continue working while their extension petition is pending. The employer must file for a petition for an extension of stay for the workers with USCIS in a timely manner. To obtain Temporary ID cards from ALPCD, you must submit a renewal Registration Application, for each worker, to the ALPCD office with a Police Clearance from the Guam Police Department that is no more than 60 days old and a copy of the worker's passport. If there have been changes to the Employment Contract, then a copy of the revised contract must also be submitted. The employer should provide ALPCD their USCIS I-797 **Receipt Notice** as soon as it is received.

ALPCD will issue paper Temporary ID Cards that will be valid for no more than 90 days. 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 USCIS form I-797 **Notice of Approval**, you must notify ALPCD immediately and provide a copy for DOL records. You will then be contacted and advised of any fees and picture taking schedule for the renewal ID cards.

If, after 90 days, you have not received an Approval Notice from USCIS, you will be advised to pay a registration fee covering 6 months of your labor certification period and ALPCD will issue a provisional ID which expires 6 months from the beginning valid date of your labor certification.

If you receive an approval of the extension, then you will be advised of the prorated fee based on the expiration date issued by USCIS on your Approval Notice.

If you receive a Denial from USCIS, you will be advised as to the prorated fee due based on the date of your Denial Notice, and advised to submit Exit Clearances and repatriate the workers.