

Guam Department of Labor  
Alien Labor Processing & Certification Division  
**Procedure for Processing  
Extension H-2B Registration Applications**

**REQUIRED DOCUMENTS FOR EXTENSION ID Cards:**

- a. Completed Registration Form – must be 2 sided
- b. Clear copy of Visa, Passport pages and page showing CBP “Admitted AGA” stamp
- c. Original Guam Police Clearance (No older than 30 days)
- d. Copy of I-797A (Approval from USCIS) –version with new I-94
- e. Employment Contract (Only if any changes are made)

**PROCESS:**

In order for an employer to retain the services of their H-2B workers past their expiration date, they must file a timely labor certification with the Guam DOL and an I-129 petition with USCIS before the expiration of the worker valid stay in the U.S.

Should the employer file a proper extension, the employer may request for a Temporary ID (paper) and should request at least 1-2 weeks before ID expires. Employer will be issued a Temporary ID valid for 30 calendar days. Requests shall list the FULL name (Last, First and Middle name) of the worker and the worker's ID number. Worker names should be separated into their registered occupations for easy handling.

- **If USCIS approval is granted before the 30 day Temp ID expires, employer should immediately notify ALPCD and submit ID Card Applications with supporting documents listed above.**
- Upon expiration of the first 30 day Temporary ID, employer must provide a copy of I-797C Receipt Notice to ALPCD's Office in order to get further Temporary IDs.
- Additional Temporary IDs may be issued and shall be valid for an additional 30 days each. The employer's petition will be checked at each 30 day interval to determine if a decision has been made by USCIS before additional Temp IDs are issued. In no case shall Temp ID's be issued for more than 90 days.

**On the 80<sup>th</sup> day**, the employer may be emailed by ALPCD staff for submission of ID Registration Applications along with the required documents (listed above). **The employer must submit applications to ALPCD before the 90<sup>th</sup> day, whether or not an email reminder was sent by ALPCD.**

Upon the 90<sup>th</sup> day or shortly thereafter, the employer will be scheduled for picture taking and a 6 month ID Card will be issued.

- If no approval or denial has been received by the 6 month card expiration, ALPCD will issue a new 30 day temporary ID card which will be reviewed on a monthly basis until a decision is made by USCIS.

Once an **approval** or **denial** has been issued, appropriate fees shall be prorated based on the 7<sup>th</sup> month up to the approved expiration date (for approvals) or the date on the denial notice (for denials).

- Appeals will not factor into registration unless an appeal results in an approval and thus grants lawful status back to the workers original expiration date.
- The 6 month ID will then be endorsed to indicate that the ID is valid until the end of authorized employment.
- If denial, the employer must pay the invoiced prorated amount and surrender the worker's ID card with the Exit Clearance to ALPCD before the workers repatriation to the point of hire.