



QUICK GUIDE FOR H-2B REGISTRATION New Importation

1. Within 24 hours of arrival, the employer must submit an Application for Registration and the following supporting documents:

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
 - a. *If submitting multiple applications- list names and DOB of workers being submitted in the batch.*
 - b. *If employer seeks a fee waiver or exemption, they must state it on their letter and provide justification & documents*
7. Fee Exemption or Waivers
 - a. Exemptions may be allowed if workers will work exclusively on projects signed or bid before 5/15/18. An affidavit must be submitted in support. Please see our website for the approved format. Copies of contracts and/or bid proposals must be attached per statute. Please see P.L. 34-98
 - b. Waivers may be sought for workers who will exclusively work on civilian projects or workers brought in for non-construction activities.

DO NOT BRING WORKERS TO OFFICE FOR APPLICATION SUBMITTAL.

2. ALPCD staff may review while employer waits, or may elect to review later and advise of any corrections in writing. Employers should schedule a time with ALPCD registration staff to submit the application.

4. ALPCD staff will process the application, determine if any additional information is needed and determine the registration fee. The employer will be notified in writing, customarily via email, as to the fee due, the date/time for picture taking, and basic instruction on what to do on picture taking day.

5. All workers scheduled MUST report at the scheduled date & time. Failure to show may be considered a violation. The employer must have a representative present to make registration payment, receive official receipt, handle completed IDs and manage waiting workers.

6. Space in the ALPCD office is limited to 5-10 workers at a time. ID staff is responsible for managing the picture taking flow. Upon arriving at the GCIC Building, please have workers wait outside on the 1st floor. The employer's representative must sign in at the ALPCD office and staff will advise the representative which workers to bring in. We ask that employers please follow GCIC parking policies and do not block limited parking areas, loading zones or reserved parking.

7. After IDs are produced, ALPCD staff will turn over IDs to the representative, unless asked to give directly to workers. Representative should check with workers to ensure that no errors exist and should bring any errors to the staff's attention immediately.