



DEPARTMENT OF LABOR

DIVISION OF EMPLOYMENT SERVICES

NOTICE TO EMPLOYERS

This is to inform all employers hiring Foreign National Workers or intends to hire Foreign National workers in the event that there is no U.S. Citizen and Permanent Residence to occupy their job needs, that effective April 01, 2009, the Division of Employment Services will be requiring all employers to submit the following documents upon registering their job needs. They are as follows:

1. The last Quarterly Compliance Report for the year 2008. This will allow us to determine the percentage that you are operating as you exceed the year.
2. The first quarter of 2009 will allow us to compare and determine your updated operational percentage at present
3. Workforce Plan for employers that are not meeting the 20% Resident Workforce Participation. This plan must state your process in achieving the 20% requirement.
4. Updated Business License
5. First Quarter for 2009 Employers Withholding Income Tax Return listing employees name that are employers' payroll.

Job Registration will not be approved without the above documents. Employers from Rota and Tinian may submit copies to their respective Department of Labor whereas the receiving entity shall fax a copy to Alice Concepcion, or they may choose to scan their copy and sent them through the email address aconcepcion@cnmi-gov.net.

Should you have any question, please feel free to call (670) 236-0924/5/6/7/8/9/30/31/32 and ask Alice Concepcion for assistance.

Alfred A. Pangelinan
Director, DES