

DIVISION OF LABOR
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
PUBLIC INFORMATION NOTICE

DEFICIENCY/DENIALS

Applications cannot be approved if they are deficient or denied. Renewal applications cannot be approved until prior deficiencies and denials have been cleared. Employers and Employees are encouraged to check the Labor website (www.marianaslabor.net) to review the Deficiencies/Denials. The website will show the reason for the deficiency/denial. It is important that Employers comply with the deficiency notice or file an appeal of the denial. **Question about the status of an application may be directed to Mary Laine Santos at 236-0949.**

PERMIT DURATION

Employers may use a number of tools, available by law and regulation since 2007, to maximize the duration of the work/entry permits of their foreign workers.

- Two Year Permit: Employers may apply for a two-year permit for renewal, transfer, or new applications. The two-year permit requires payment of the fee for two years and submission of a bond for two years along with all other requirements.
- Contract Extension: An employer may extend a contract for up to six months. This requires submission of a contract extension; a bond for the extension period; and payment of \$25.00 per month for each month of extension.
- Contract Amendment (Adding Additional Year): Employers may amend a contract to change it from a one-year to a two-year term. This requires submission of a contract amendment; a two year bond; payment of a \$25.00 amendment fee; and payment of the second year application fee.

Contract Amendment (To Shorten Term): Employers may amend the expiration date of an existing contract to shorten the term. This requires submission of a contract amendment and payment of a \$25.00 amendment fee. The employer may then renew for a two year term.

EARLY PREPARATION AND SUBMISSION

It is extremely important that Employers submit complete applications and they do so well in advance of the expiration date. Employers may submit applications up to 45 days before expiration. To help ensure timely approval, employers should complete all the processing requirements prior to submitting the renewal. These include obtaining the health certificate; copy of valid passport; police clearance; bond (two years if renewing for that term); and JVA.

The Job Vacancy Announcement is a critical component. Time for certification of a JVA can range from as little as two weeks to more than a month if there are local applicants.

USE OF LABOR APPROVED FORMS AND OTHER REQUIREMENTS

Employers must use Labor approved downloadable forms (unless otherwise noted). Forms can be found on the Labor website (www.marianaslabor.net)

The forms and requirements are as follows:

RENEWAL

Forms

Contract Renewal

Application Cover Sheet (obtain from Labor)

Other

Health Certificate

One/Two-year Bond

Copy of Valid Passport

Police Clearance

JVA

Photo

TRANSFER

Forms

Employment Contract

Application for Approval of Employment Contract for Foreign National Worker

Application Cover Sheet (obtain from Labor)

Other

Health Certificate

One/Two-year Bond

Copy of Valid Passport

Police Clearance

JVA

Order Granting Transfer

Certification of two years Work Experience (if change of skilled occupation)

Photo

(Non-business Employers See Labor Staff for Additional Forms)

NEW HIRE (Off-Island/Change of Status)

Forms

Employment Contract

Foreign National Worker Entry Affidavit

Application for Approval of Employment Contract for Foreign National Worker

Notice to Foreign National Workers

Application Cover Sheet (obtain from Labor)

Claim of Exemption Moratorium (if not exempt)

Other

Point of Hire Health Exam

One/Two-year Bond

Copy of Valid Passport

Business and/or Housing Inspection (Health & Safety)

Approved Police Clearance

Certification of two years Work Experience

Certified Copy of College transcript (if required for position)

JVA

Photo

Certified Birth/Marriage Certificate