

AUTHORIZATIONS

Submitting the application forms does not authorize you to engage in farm labor contracting activities.

Transportation (FLC only)

- Form WH-514 (Vehicle Mechanical Inspection Report) AND
- Form WH-514a (Transportation Certificate of Insurance)
- Worker's Compensation Coverage
- Insurance Cancellation Agreement

Housing (FLC only)

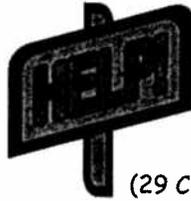
Ensure the person listed as the employer contact checks his/her e-mail spam guards daily and is available to take calls following the filing of a PERM application.

- Form WH-520 (Housing Occupancy Certificate) OR
- Migrant labor camp permit
- ETA-338 (USDOL Housing Inspection)

Form LET-3115

This form must be submitted to Wage Hour Division at least 45 days prior to occupancy in order for the FLC to receive a housing authorization. This form may be used to request an inspection by any state, county, or federal seasonal workers.

WHAT OTHER RESOURCES CAN HELP ME?



Additional resources that can help you learn more about the Migrant and Seasonal Agricultural Worker Protection Act
(29 CFR Part 500)

Fact Sheet #35: Joint Employment and Independent Contractors Under the Migrant and Seasonal Agricultural Worker Protection Act

www.dol.gov/esa/regs/compliance/whd/whdfs35.htm

Fact Sheet #49: The Migrant and Seasonal Agricultural Worker Protection Act

www.dol.gov/esa/regs/compliance/whd/whdfs49.htm

Spanish
www.dol.gov/esa/regs/compliance/whd/whdfs49spanish.pdf

Fact Sheet #50: Transportation under the Migrant and Seasonal Agricultural Worker Protection Act

www.dol.gov/esa/regs/compliance/whd/whdfs50.htm

Spanish
www.dol.gov/esa/regs/compliance/whd/whdfs50spanish.pdf

If you have a question concerning Farm Labor Certificate Registration or if you need assistance with an application, please call Customer Service to schedule an appointment at 1-866-4USWAGE (1-866-487-9243).

Please leave a phone number where you can be reached so one of our experienced Wage Hour Assistants can help with status requests, questions on how to complete the form, etc...

Farm Labor Contracting

How can I apply?



U.S. Department of Labor/ESA
Wage Hour Division
National Certificate Program

HOW DO I START?



Before a Federal certificate of registration is issued to engage in any farm labor

contracting activities or to use any individual to perform farm labor contracting activities, first file and register with U.S. Department of Labor, Wage Hour Division, National Certificate Team.

Only the individual or an individual with authority on behalf of the farm labor contractor or farm labor contractor employee may register. Once registration is complete, upon appropriate investigation, determination or approval, shall a certificate of registration be issued.

The farm labor contractor or farm labor contractor employee will receive Form a Farm Labor Contractor (FLC) Certificate of Registration and/or a Farm Labor Contractor Employee (FLCE). Each registered FLC and registered FLCE must carry their card(s) at all times while engaging in farm labor contracting activities.

Once registered, the FLC must notify the National Certificate Team of any changes such as additions or removal of authorized transportation, housing, automobile insurance, worker's compensation insurance and change of address.

FORMS & ITEMS TO MAIL

FLCs and FLCEs MUST



- Form WH-530 (Parts I & II)
- Form WH-530 (Parts I & III)
 - ✓ *Never leave a box blank.*
 - ✓ *If an answer is not applicable, write N/A.*
 - ✓ *Physical mailing address required.*
 - ✓ *A P.O. Box is not acceptable.*
 - ✓ *Original signature in blue or black ink.*
- Form FD-258 (Fingerprint cards)
 - ✓ Two FBI approved fingerprint cards must be done by any law enforcement agency.
 - ✓ Fingerprint must be legible.
 - ✓ Must be submitted every 3 years.
 - WH-515 (Original Doctor's Certificate) required for approved drivers.
 - ✓ Must be completed by a licensed physician or nurse.
 - Form 8821 (Tax Information)
 - ✓ Must submit if #8 of WH-530 is checked (yes) submitted.
 - Driver's license, Alien Registration Card and/or Passport (Identification).
 - ✓ 2 legible copies.
 - ✓ Do not send originals.

For detailed instructions visit,
www.dol.gov/esa/forms/whd/fts/wh530.htm

WHO PROCESSES MY APPLICATION?

All applications are processed by either the Atlanta Southeast Team or San Francisco Western Team under the National Certificate Team.

Atlanta processes MSPA certificates for the following States and Territories:

Alabama, Arkansas, Caribbean, Colorado, Connecticut, Delaware, Florida, Georgia, Guam, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Pennsylvania, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Virgin Islands, West Virginia, Wisconsin, and Wyoming.

Mail completed applications:

U.S. Department of Labor/ESA
Wage Hour Division /Southeast Team
P O Box 56447
Atlanta, GA 30343-0447

San Francisco processes for the following States:

Alaska, American Samoa, Arizona, California, Federate States of Micronesia, Hawaii, Idaho, Nevada, Oregon and Washington.

Mail completed applications:

U.S. Department of Labor/ESA
Wage Hour Division /Western Team
71 Stevenson Street, Suite 930
San Francisco, CA 94105