FLAG.DOL.GOV

*FLAG has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

Note: This document does not replace the OMB approved form instructions. Please reference the OMB approved form instructions for further details in completing the form.

General Instructions:

- Your response to preliminary questions will determine the mandatory fields and/or appendices that you will be required to complete.
- Each question in the form will feature a question mark symbol. Placing your cursor over this symbol will provide further details as documented in the 9089 form instructions.

More information on the filing of the petition Form I-140 for an occupation included on Schedule A o

Note: *This is information will capture the employer's recruitment efforts. Each section is specifically recruitment type was used and that the recruitment and Notice of Filing was conducted within the re 656.10, 656.17, 656.18, and 656.21.*

H.b. Occupation Type - All must complete this section. Mark ONE appropriate box below: * ⑦

○ 1a. This application is for a **professional occupation** (which includes a college or university teach using the competitive recruitment process) and the recruiting was conducted in accordance with

○ 1b. This application is for a **non-professional occupation** and the recruiting was conducted in ac

○ 1c. This application is for a **college or university teacher** <u>and</u> the candidate was selected using th in accordance with 20 CFR 656.18. (Skip c. and d. of Section H. and go to Appendix D)

○ 1d. None of the above apply because this application is for a **Schedule A or sheepherder occupa**

○ 1e. None of the above apply because this application is for a **professional athlete**.

Note: In accordance with 20 CFR 656.20, non-professional occupation means any occupation for which the attainment of a bachelor's or higher degree is not a usual requirement for the occupation. Only mark one box.

1a. Mark this box if the job opportunity is for a professional occupation other than a college or university teacher filing under 20 CFR 656.18

1b. Mark this box if the job opportunity is for a non-professional occupation.

1c. Mark this box if the job opportunity is for a college or university teacher.

Note: If this option is selected, skip

- To upload files in FLAG, select "browse" and select the file you wish to upload. Please note that the file types are limited to pdf, doc, docs, txt, xls, and xlsx. The maximum file size is 30MB.

FLAG.DOL.GOV

HOW TO SUBMIT AN ETA-9089 APPLICATION IN FLAG.DOL.GOV

1. Ensure that you have created an account using Login.gov. Please use your Login.gov credentials to access Foreign Labor Application Gateway.

2. Once logged in, the "New Application" tab will automatically launch. The "New Application" tab is used to begin the application process.

3. Select "Form ETA-9089" under "PERM" to begin filling out an ETA-9089 application.

4. **Preliminary Questions**: Select the occupation type (H.b.) for your application by selecting the appropriate radio button.

H.b. Occupation Type - All must complete this section. Mark ONE appropriate box below: * ⓘ Clear

◉ 1a. This application is for a **professional occupation** (which includes a college or university teacher not selected using the competitive recruitment process) and the recruiting was conducted in accordance with 20 CFR 656.17(e)(1).

◯ 1b. This application is for a **non-professional occupation** and the recruiting was conducted in accordance with 20 CFR 656.17(e)(2).

◯ 1c. This application is for a **college or university teacher** and the candidate was selected using the **competitive recruitment process** in accordance with 20 CFR 656.18. (Skip c. and d. of Section H. and go to Appendix D)

◯ 1d. None of the above apply because this application is for a **Schedule A or sheepherder occupation**.

◯ 1e. None of the above apply because this application is for a **professional athlete**.

H.a. Is the employer required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21? * ⓘ

◯ Yes

◯ No

5. For question H.a., select "No" if you're not subject to supervised recruitment; otherwise select "Yes" and upload the Notice of Supervised Recruitment (NSR).

How to link a Prevailing Wage Determination (PWD) to your ETA-9089 application

1. To link a PWD, select "PWD Case Lookup". This will bring up a pop-up window where you can select the appropriate PWD. Select the correct PWD and click "Continue".

2. If no PWD has been created, click on "Create ETA-9141 Application".

Form ETA 9141 Case Lookup

E.1: Enter the valid Prevailing Wage Determination (PWD) case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by this application.

E.2: If a valid PWD has not been obtained due to the employer being required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21, indicate whether a completed Form ETA-9141 is attached to this application.

PWD Case Lookup

Create ETA-9141 Application

Form ETA 9141 Case Lookup   ✕ CLOSE

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity.
(Use the search below to refine by Case Number, Employer Name, FEIN, Job Title or Determined SOC.)

Case Number	Employer Name	FEIN	Job Title	Determined SOC	Determination Date
○ P-100-22271-547622	Innealta Capital...	82-3587641	Financial Quantitative Analyst	13-2099.01	November 8, 2022
○ P-100-22262-547005	Black Mamba T...	45-3865927	Director Product Strategy	11-2021.00	November 1, 2022
○ P-100-22260-546965	Washington Re...	12-3456982	Physical Therapist - Program Director	11-9111.00	September 21, 2022
○ P-100-22260-546962	Washington Re...	12-3456982	Physical Therapist - Program Director	11-9111.00	September 23, 2022
○ P-100-22259-546956	The Florida Sta...	59-1961248	Linguistics Faculty	25-1123.00	September 20, 2022
⊙ P-100-22244-520586	Advanced Shee...	20-5218544	Software Engineer	15-1252.00	November 1, 2022
○ P-100-22243-520552	Sunset Rain	11-1234567	Controller	11-3031.01	November 1, 2022
○ P-100-22243-520515	Masterpiece Ad...	81-0912239	Senior Sales Engineer	41-9031.00	September 8, 2022
○ P-100-22243-520512	SATAD	01-1112212	INTERMEDIATE ENGINEER	17-2051.00	September 9, 2022
○ P-100-22243-520508	CharityRun	12-3456789	Cost Accountant	13-2011.00	November 2, 2022

‹   Page 2 of 9   ›

Continue

3. The user will receive a notification. Click "Acknowledge & Finish".

4. Once your PWD is linked to the application you will find the PWD identification number as listed in the example below. You may click the link to see the PWD or click "Clear" to remove the Primary PW. When ready, please click "Continue".

Employer Information

1. Fields in this section will be pre-populated from your PWD. Verify information is correct and complete mandatory fields.

Employer Point-of-Contact Information

1. Fields in this section will be pre-populated from your PWD. Verify information is correct and complete mandatory fields.

Employer Point-of-Contact Information

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- **B   Employer Point-of-Contact Information**
- C   Attorney or Agent Information
- D   Foreign Worker Information
- E   Job Opportunity and Wage Information
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G   Additional Job Opportunity Information and Other Requirements
- H.c Professional/Non-Professional Recruitment Information

An employer point of contact is a person employed by the employer whose position authorizes the person to provide information and supporting documentation concerning the Application for Permanent Employment Certification and to communicate with the Department on behalf of the employer. The employer point of contact should be the individual most familiar with the content of the application and circumstances of the permanent employment offered through this application.

Note: The employer point of contact information in this Section—specifically, the name, telephone number, and email address—must be different from the attorney/agent information listed in Section C, except when an attorney listed in Section C is an employee of the employer.

Name & Title

Select an Employer Point of Contact profile to populate this section (optional) -Select- ▼ [Populate]

B.1. Contact's Last (family) Name * ⑦

Milliard

B.2. First (given) Name * ⑦

Amy

B.3. Middle Name(s) § ⑦

B.4. Contact's Job Title * ⑦

Human Resources Manager

Address

Attorney or Agent Information

1. Fields in this section will be pre-populated from your PWD.

2. For question C.1., select the Employer's type of representation.

3. Otherwise, you may select an attorney/agent from your profiles to populate this section or manually enter the information. If unrepresented, select "None." Click "Continue."

Foreign Worker Information

1. The foreign worker section ties into Appendix A, where information is collected about the Foreign Worker and their education, qualifications, skills, and experience.

2. Choose the appropriate answer for question D.2.

Link to Appendix A section of User Guide.

Job Opportunity and Wage Information

1. Under Job Opportunity and Wage Information, fields E.1 and E.2 were pre-populated by the linked PWD. Note that these fields are grayed out and cannot be edited.

2. Enter the wage data into the Offered Wage fields (E.3. – E.5.) and click "Continue".

Worksite Information

1. If your PWD has one worksite identified, the worksite information from your PWD should be pre-populated for you. Enter the appropriate response to question F.a.1. Click Continue.

2. If your PWD has multiple worksites identified, you will see a blue bar as shown below with button "Select Worksite". Click "Select Worksite".

3. Select the worksite you want and click "Finish". The worksite information from your PWD should be pre-populated for you. To add additional worksites, select Yes in Section F.b.1.

Select Worksite   ✕ CLOSE

Select a worksite below from your Prevailing Wage Determination(s), which is relevant to the employment described in this application.

	City	State	County	MSA Name / OES ...
○	Atlanta	GEORGIA	FULTON	Atlanta-Sandy Spri...
○	City 1	TEXAS		Dallas-Fort Worth-...
○	City 4	DISTRICT OF COL...	DISTRICT OF COL...	Washington-Arlingt...
○	City 3	DELAWARE	KENT	Dover, DE
○	city 2	GEORGIA		Augusta-Richmond...

Page 1 of 1   5 rows

Finish

4. Complete field F.a.1 to indicate the type of worksite location. Click Continue.

Form ETA-9089
Permanent Employment Certification

✓ Preliminary Questions

✓ Employer Information

✓ Employer Point-of-Contact Information

✓ Attorney or Agent Information

Worksite Information

Note: It is important for the employer to define the area of intended employment with as much geographic specificity as possible by identifying every worksite location where work will be performed. This information is used for purposes of reviewing and verifying regulatory compliance with advertising, notice posting, and prevailing wage requirements.

F.a.1. Type of worksite location that best describes where work will be performed (Choose Only One) • ⓘ

○ Business Premises

○ Employer's private household (includes live-in and domestic household worker)

○ Employee's private residence (when work is performed directly out of the residence)

○ No one specific worksite address or physical location

5. If you choose "No one specific worksite address or physical location" the other fields will be marked N/A and you will skip to section F.b. Additional Worksites. Click "Continue".

Additional Worksites

1. If you have multiple worksites, they should have been identified in your Appendix A of your PWD. If you have multiple worksites, select "Yes" to question F.b.1. You will also have to complete Appendix B.

Note: if you selected "No one specific worksite address or physical location" in question F.a.1, the system automatically puts in a "Yes" in question F.b.1 and the "No" response is grayed out.

Link to Appendix B section of this user guide.

Other Definable Geographic Area(s)

1. In question F.c.1., enter the geographic area(s) where work will be performed.

Additional Job Opportunity Information and Other Requirements

1. Respond to questions G.1. through G.12. If you decide to change your answer to any of these questions, please select "Clear" next to each question. This will clear the initial and dependent fields.

2. Questions G.6. – G.12. will determine if an Appendix C is required as part of the PERM application. If you answer "Yes" to any of these questions, you will need to complete Appendix C to provide additional information for these questions. Click Continue.

Link to Appendix C section of this user guide.

Professional/Non-Professional Recruitment Information

1. Answer questions H.c.1a through H.C.3b. Click Continue.

Note: If your selected occupation type is Professional Athlete OR college or university teacher selected using the competitive recruitment process, the system will automatically mark this section "complete" as this section is not needed.

Additional Recruitment Requirements for Professional Occupations

1. If you selected professional occupation in the preliminary questions, you will be required to identify at least 3 additional recruitment steps.

2. Check the appropriate boxes next to the recruitment event. Enter "From" and "To" dates using the date picker or manually input using the mm/dd/yyyy format.

3. If you need to delete an entry, uncheck the box next to the recruitment event and click the x next to date entry in the date fields. Click Continue.

Note: If your selected occupation type is Non-Professional, Professional Athlete OR College or University Teacher selected using the competitive recruitment process, the system will automatically mark this section "complete" as this section is not needed.

Notice of Posting

1. Select one or more checkboxes for Notice of Posting then click Continue.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements
- ✓ Professional/Non-Professional Recruitment Information

Notice of Posting

Note: The employer must provide notice of the filing of the Application for Permanent Employment Certification and must be able to document that notice was provided to the bargaining representative, or if there is no bargaining representative, by posting the notice to the employer's employees at the facilities or location(s) of employment, as indicated in Form ETA-9089 – Appendix B, in accordance of 20 CFR 656.10(d). Mark **ALL** boxes that apply in this section, but please note that 1c and 1d should only be selected if 1b is selected, and only one box should be selected if 1a, 1e, or 1f is selected.

H.e.1a Bargaining Representative ⓘ

☐ Notice of this filing has been provided to the bargaining representative for workers in the occupation in which the foreign worker will be employed at least 30 days before, but not more than 180 days before, the date the application was filed.

H.e.1b No Bargaining Representative - Physical Notice ⓘ

☐ Notice of this filing has been physically posted to employees for consecutive business days in a conspicuous location at the places of employment at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1c No Bargaining Representative - Electronic Notice ⓘ

☐ Notice of this filing has been disseminated electronically at least one (1) time, which is the employer's normal practice of informing current employees of job vacancies at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1d No Bargaining Representative - In-House Notice ⓘ

☐ Notice of this filing has been disseminated using all in-house media, which is the employer's normal practice of informing current employees of job vacancies at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1e No Bargaining Representative - Private Household ⓘ

☐ Notice of this filing has been posted physically and/or disseminated electronically, in accordance with the employer's normal practice of informing current employees in the private household at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1f ⓘ

☐ The employer **DID NOT** post the notice of filing.

Save & Quit   Back   Continue

Employer Labor Condition Statements

1. Read the employer attestations, check the "I certify" box, and then click Continue.

Preparer

1. Complete this section only if the Preparer of this application is a person other than the Employer Point of Contact or the Attorney/Agent. This section is not required. Click "Continue."

APPENDICES

Appendix A.A - Foreign Worker Contact Information

1. Under Foreign Worker, enter the mandatory information.

Appendix A.A - Foreign Worker Contact Information

Note: *The foreign worker information in this section must be different from the attorney/agent information listed in Section C and **must be different** from the employer information listed in sections B and C, unless the employer's job opportunity is for a live-in household domestic service worker. Appendix A must be submitted with the Form ETA-9089 in order for the application to be considered complete. If filing electronically, Appendix A will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089 – Appendix A, and all other required appendices.* **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** *Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.*

Foreign Worker

A.1. Foreign Worker's Last (family) Name * ⑦

A.2. Foreign Worker's First (given) Name * ⑦

A.3. Foreign Worker's Middle Name(s) * ⑦

2. Enter Foreign Worker address information.

Foreign Worker - Address

A.4. Address 1 (current) * ⑦

A.5. Address 2 *(apartment/suite/floor and number)* § ⑦

A.9. Country * ⑦

- Select -

A.6. City * ⑦

A.7. State * ⑦

- Select -

A.8. Postal Code * ⑦

A.10. Province § ⑦

3. Enter Foreign Work Citizenship Information and click Continue.

Form ETA-9089
Permanent Employment Certification

✓ Preliminary Questions

✓ Employer Information

✓ Employer Point-of-Contact Information

✓ Attorney or Agent Information

✓ Foreign Worker Information

✓ Job Opportunity and Wage Information

✓ Worksite Information

✓ Additional Worksites

✓ Other Definable Geographic Area(s)

✓ Additional Job Opportunity Information and Other Requirements

✓ Professional/Non-Professional Recruitment Information

A.7. State * ⓘ

- Select -

A.8. Postal Code * ⓘ

A.10. Province § ⓘ

Foreign Worker - Citizenship

A.11. Date of Birth (mm/dd/yyyy) * ⓘ

mm/dd/yyyy

A.12. Class of Admission * ⓘ

- Select -

A.13. Alien Registration Number (A#) (if applicable) * ⓘ

A.14. Country of Birth * ⓘ

- Select -

A.15. Country of Citizenship or Nationality * ⓘ

- Select -

Save & Quit   Back   Continue

24

Appendix A.B - Foreign Worker Education

1. Click on the blue hyperlink "+ Add Foreign Worker Education".

2. Complete fields 1 – 1.e. for any education relevant to job opportunity and click Save.

3. Under "Actions", you can click "Edit" to modify or remove the education information you entered.

Form ETA-9089
Permanent Employment Certification

✓ Preliminary Questions

✓ Employer Information

✓ Employer Point-of-Contact Information

✓ Attorney or Agent Information

✓ Foreign Worker Information

✓ Job Opportunity and Wage Information

✓ Worksite Information

✓ Additional Worksites

Appendix A.B - Foreign Worker Education

<u>**Note:**</u> *This section is required if there is an educational requirement for the job opportunity. Identify any relevant diplomas/degrees attained that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. List the most recent diploma/degree attained first and complete every field for each set. This section will collect five (5) sets of diplomas/degrees. For electronic filings, if the employer needs to disclose more sections of educational attainment information, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of educational attainment sets B.c through B.e under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional educational information in any other form or format will not be accepted.***

If the foreign worker does not hold relevant U.S. diplomas/degrees or foreign equivalent, mark "None" in question 1 and in questions 1a through 1e, enter "N/A" or leave blank, as appropriate. Where the foreign worker attained a diploma/degree outside the U.S., mark "Other" and specify the U.S. equivalent of the diploma/degree.

1 Foreign Worker Education

Education	Major	Institution	Country	Month/Year	Actions
Other Degree	Major ABC	Institution ABC	MALAYSIA	12/2015	Edit

+ Add Foreign Worker Education

Save & Quit

Back   Continue

Appendix A.C - Foreign Worker Training Qualifications

1. Click on the blue hyperlink "+ Add Foreign Worker Training".

2. Complete fields 1 – 1.e. for the institution, school, or training provider that conducted the foreign worker training and click Save.

3. Under Actions, you can click "Edit" to modify or remove the training information you entered.

Appendix A.C - Foreign Worker Training Qualifications

Note: This section is required if training, a certification(s), and/or a license(s) is required for the job opportunity. Identify any relevant <u>completed</u> training programs, coursework, and/or other training experience (other than employment) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, programs, coursework, training experience (other than employment), etc. List the most recent training completed first. Be sure to complete every field for each set. This section will collect three (3) sets of information related to training, certifications, and/or licensure. For electronic filings, if the employer needs to disclose more sections of training, certification, and/or licensure information, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of training, certification, and/or licensure information sets C.a through C.c under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional training qualifications in any other form or format will not be accepted.**

1 Foreign Worker Training

Institution	Name of Training	Certification(s)	Start Date	End Date	Awarded Date	Actions
PM Training Institute A	Training A	Training A Certificate	01/2015	12/2017	01/2018	Edit

+ Add Foreign Worker Training

Side navigation:
- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Form ETA-9089
Permanent Employment Certification

Save & Quit   Back   Continue

Appendix A.D - Foreign Worker Skills

1. Click on the blue hyperlink "+ Add Skills, Abilities, and Proficiencies".

2. Complete fields 1 – 1.c. for the employer, institution, school, or training provider in which the foreign worker attained the skills, abilities, and/or proficiencies and click Save.

29

3. Under Actions, you can click "Edit" to modify or remove the training information you entered.

Appendix A.D - Foreign Worker Skills

> **Note:** This section is required if there are special skills, abilities, and/or proficiencies required for the job opportunity. Identify any other relevant specific skills, abilities, and/or proficiencies the foreign worker possesses for the minimum requirements of the job opportunity for which the employer is seeking permanent labor certification. Identify with whom (e.g., employer, school, training provider) and the geographic location (e.g., United States of America, Maryland) the foreign worker attained these skills, abilities, and/or proficiencies. This section will collect two (2) sets of information related to skills, abilities, and/or proficiencies. For electronic filings, if the employer needs to disclose more sections of skills, abilities, and/or proficiencies, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of skills, abilities, and proficiencies sets D.a and D.b under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional skills, abilities, and/or proficiencies in any other form or format will not be accepted.**

1 Skills, Abilities, and Proficiencies

Employer/Institution/School/Training Name	Country	State	Territory/Province	Actions
Employer ABC	UNITED STATES OF AMERICA	GEORGIA		Edit

+ Add Skills, Abilities, and Proficiencies

Save & Quit   Back   Continue

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Appendix A.E - Foreign Worker Work Experience

1. Click on the blue hyperlink "+ Add Foreign Worker Work Experience".

2. Complete fields 1 – 1.l. for the business, person, association, firm, corporation, or organization, i.e., the employer that employed the foreign worker and click Save.

31

3. Under Actions, you can click "Edit" to modify or remove the work experience information you entered.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)

Appendix A.E - Foreign Worker Work Experience

Note: This section is required if there are experience requirements for the job opportunity. Identify any relevant employment experiences (other than training) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, paid and unpaid experience, internships, apprenticeships, etc. List the most recent experience first. This section will collect one (1) set of information related to work experience. For electronic filings, if the employer needs to disclose more sections of work experience, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of the work experience set E.a of the Appendix to complete and attach to the Form ETA-9089. **The employer must complete every field for each set and submission of additional work experience information in any other form or format will not be accepted.**

DO NOT include contact information (e.g., telephone number, email address) of the employer and the name(s) of the foreign worker's supervisor(s) or manager(s).

DO NOT include periods of unemployment.

1 Foreign Worker Work Experience

Employer Name	Country	Job Title	Actions
Employer ABC	UNITED STATES OF AMERICA	Job Title 1	Edit

+ Add Foreign Worker Work Experience

Save & Quit   Back   Continue

Appendix B – Additional Worksite Information

1. Click on "Add Worksites". You can only add worksites identified in Appendix A of the Form ETA-9141 PWD application. In the Add Worksite(s) pop-up box, select the worksite(s) and click on Finish.

Appendix B - Additional Worksite Information

Note: *Employers are required to complete Appendix B when "Yes" is marked for question b.1 under Section F on the Form ETA-9089, indicating that work for the job opportunity will be performed in geographic areas other than the one identified under Section F.a on the application.*

If filing electronically, Appendix B will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089, Appendix A, and all other required appendices in order for the application to be considered complete. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** *Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.*

This Appendix will collect five (5) sections of additional worksite information. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

Submission of additional worksite information in any other form or format will not be accepted. Additional worksites must be one or more of the additional worksites identified in Appendix A of the Form ETA-9141 for this specific job opportunity associated with the PWD tracking number in section E.1 of the Form-ETA-9089 and must have the appropriate wage offer rate. Worksites within the same BLS Area (Metropolitan or Non-Metropolitan Statistical Areas) should also be listed if a Notice of Filing will be posted at that location.

Additional Places of Employment

Note: *if you have a large amount of worksites the tables below may take a few moments to load.*

Add Worksites

Add Worksite(s)

Select the worksites below from your Prevailing Wage Determination, which are relevant to the employment described in this application.

0 OF 1 SELECTED

	City	State	County	MSA / OES Area Code	MSA Name / OES Area Title
☐	City	FLORIDA	BAY	37460	PANAMA CITY, FL

Page 1 of 1   Show 10

Finish

2. If you have more than one worksite identified in your linked PWD, you can select to add one at a time or all of them at once. Click Finish.

	City	State	County	MSA / OES Area Code	MSA Name / OES Area Title
☐	Woodstock	GEORGIA	CHEROKEE	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA
☐	Marietta	GEORGIA	COBB	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA
☐	Acworth	GEORGIA	COBB	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA
☐	Kennesaw	GEORGIA	COBB	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA

Add Worksite(s) ✕ CLOSE

Select the worksites below from your Prevailing Wage Determination, which are relevant to the employment described in this application.

0 OF 4 SELECTED

Page 1 of 1 Show 10

Finish

3. You will see all the worksites you've added as shown below. If you added worksites in Appendix A of your PWD that span different states and/or counties within the same MSA/OES area code, you can click on the down arrow to change state and county of the worksite(s) that applies to this application.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements
- ✓ Professional/Non-Professional Recruitment Information
- ✓ Additional Recruitment Requirements for Professional Occupations
- ✓ Notice of Posting

incomplete applications. Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect five (5) sections of additional worksite information. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

Submission of additional worksite information in any other form or format will not be accepted. Additional worksites must be one or more of the additional worksites identified in Appendix A of the Form ETA-9141 for this specific job opportunity associated with the PWD tracking number in section E.1 of the Form-ETA-9089 and must have the appropriate wage offer rate. Worksites within the same BLS Area (Metropolitan or Non-Metropolitan Statistical Areas) should also be listed if a Notice of Filing will be posted at that location.

Additional Places of Employment

<u>Note:</u> *if you have a large amount of worksites the tables below may take a few moments to load.*

Add Worksites

	1. State*	2. County*	3. MSA / OES Area Code*	
1	GEORGIA	COBB	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA
2	GEORGIA	COBB	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA
3	GEORGIA	CHEROKEE	12060	ATLANTA-SANDY SPRINGS-ROSWELL, GA

Page 1 of 1 Show 10

Save & Quit   Back   Continue

4. If your application requires more worksites within the same MSA / OES area code, you can select a worksite on the list, scroll right to the Actions column for that worksite, click on the "ellipsis" and click on "Copy".

5. To remove a worksite you added, click on the "ellipsis" for that worksite and select "Remove".

Appendix C – Supplemental Information

1. If you answered "Yes" to any of the questions 6 – 12 under Section G on the Form ETA-9089, you are required to complete this appendix.

2. Click on the blue hyperlink "+ Add Supplemental Information" and click Continue.

Appendix C - Supplemental Information

> ⓘ There is 1 field level error on this page
> • Field Appendix C: Please enter in at least 2 rows. One row for each answer marked "Yes" for questions G.6 through G.12

Note: Employers are required to complete Appendix C when "Yes" is marked in any of the questions 6 through 12 under Section G on the Form ETA-9089. Specifically, this Appendix is used to elaborate or further explain the business necessity of one or more requirements of the employer's job opportunity under consideration for permanent labor certification.

If filing electronically, Appendix C will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089, Appendix A, and all other required appendices in order for the application to be considered complete. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect two sections of additional information per page. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. **Submission of additional information in any other form or format will not be accepted.** All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

0 Supplemental Information

Section and Item Number	Section name or category of supplementary information	Actions
+ Add Supplemental Information		

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements

Save & Quit   Back   Continue

3. Click on the down arrow for question "1 Section and Item Number". You will see the list of questions from Section G for which you answered "Yes".

4. Select the first item on the list and complete question 1.b for the item you selected. You can click on the question mark tooltip "?" for instructions. Click Save when finished. Note that question 1.a has been filled in for you based on the short description for that question in Section G.

5. Repeat steps 2 through 4 until you have provided the required responses for all sections and item numbers on the list. You will see a clean Appendix C section with no error bar on the top of form.

6. You will see a clean Appendix C section with no error bar on the top of form.

Appendix D – Special Recruitment for College and University Teachers

Note: This Appendix is required only if you selected the Occupation Type of College or University Teacher and a competitive recruitment process was used.

1. Enter the date the foreign worker was selected for the position in question 1.

2. Enter at least one national professional journal, educational organization publication, or other publication and the date in which advertisement was placed.

3. Describe all other recruitment conducted and sources used if applicable.

4. If your occupation type is not College or University Teacher, click Continue.

Application Documents

1. This section shows a list of all the documents you have uploaded as part of this application, if needed.

2. If you want to replace a document, navigate to the section in which the document was uploaded to clear the upload. Click Continue.

Review and Submit

1. This is the final step before submission. You will see a list of the incomplete fields and any errors that must be corrected prior to submission. Please complete these required fields.

2. The submit button will be grayed out, preventing you from submitting the application with incomplete or missing information.

3. If you have no incomplete fields or errors, you will get a list of all the blank fields that will be populated with N/A or 0, as applicable.

41

4. You can choose to review each of the sections of your application at this time. Use the drop down box to select a section of the form to review. Select "Print Summary" to print the application you have selected.

5. If you don't select a specific form/section, and you click on "Print Summary", you will receive a print summary of your entire application.

6. The initiated application can be saved for future submission by selecting the "Save & Quit button. Click on "Save as Initiated" in the pop-up menu. If you do not want to save the application, select "Delete Case?".
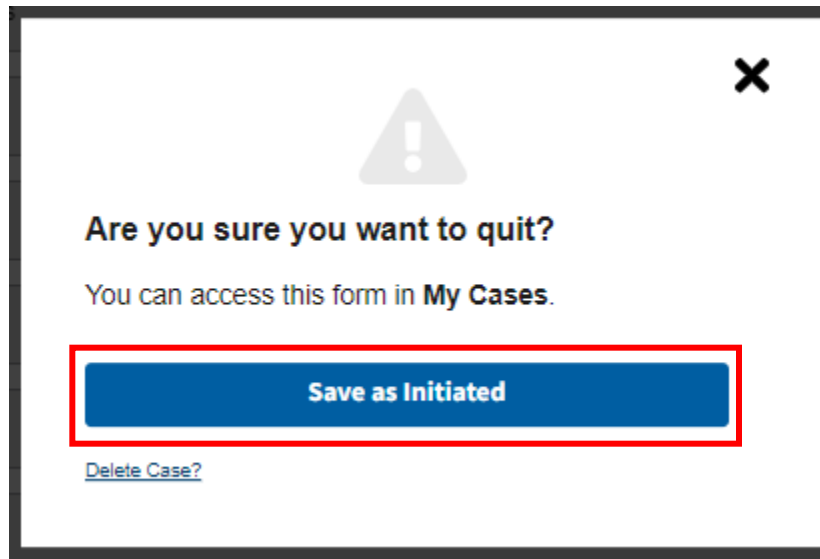
7. Once you have saved the initiated application, it will be available in the Cases tab.
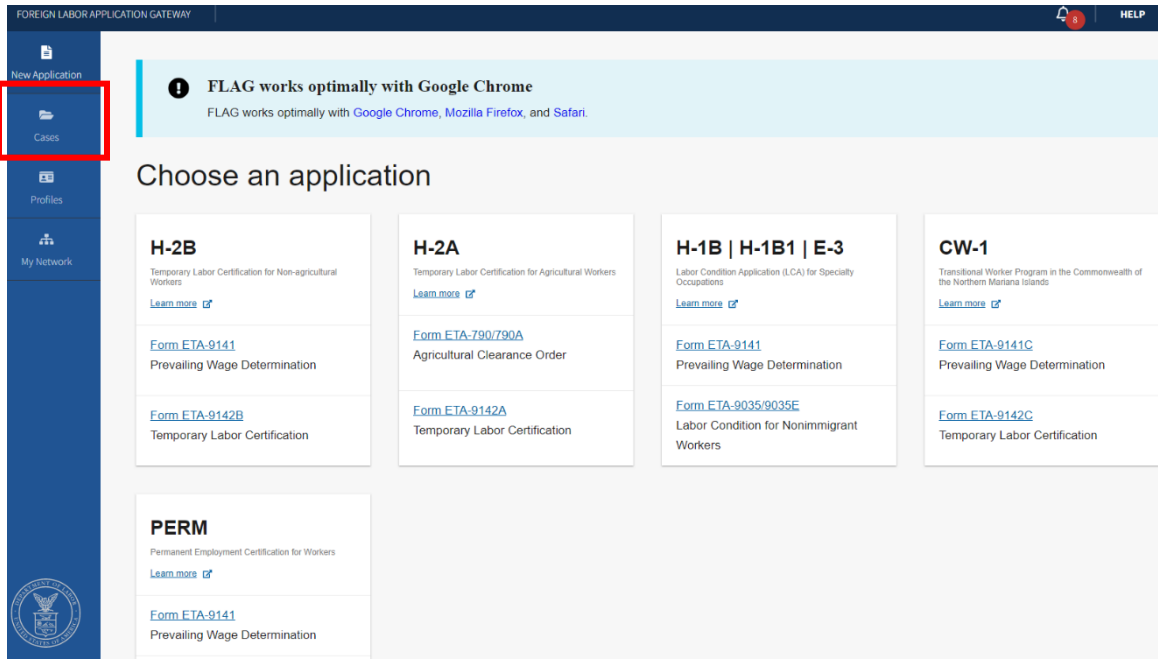
8. Click on Cases and select "9089", and then "Initiated", your case will now be listed with an Application ID and a Case Status of Initiated. Click on the Application ID to open the initiated application and continue completing the application.

Form Submission

1. When you have completed all the required fields for all of the sections, and you have all green checkmarks, your Submit button is green.

2. Click the green Submit button.

3. You will then get a confirmation saying your application has been received and submitted for processing. You will also receive a courtesy email notification.

⊘ **Your application has been received and submitted for processing.**

Your submitted application is now being transmitted for assignment of a case number. Once this process completes, you will receive a courtesy email notification. Although your application will remain in the **Pending Case Number** table under the temporary application ID number until this process completes, please be assured that your application is received and the date referenced with this application in your FLAG account confirms official submission to the Department.

If you do not receive a permanent case number or a courtesy email notification, please contact our Technical Help Desk for assistance.

Return to Dashboard

4. Click "Return to Dashboard" to go back to the main FLAG page.

5. Click Cases Icon on the left, select "9089", and then "Assigned Case Number". Your case will now be listed with its Assigned Case Number.

6. Click on the Case Number. A page will open with information about the case, links to your documents, and a link to view a PDF of the submitted application.

Withdraw Submitted Application

1. To withdraw your application, find your assigned case.

2. Click on Actions in the upper right hand corner. You will see option to Withdraw this application.

3. Select a Withdraw Reason and click Submit.

4. You will get a confirmation that the withdrawal was successfully submitted.

5. If you then go Back to Cases, in the Historical section, the withdrawn case will now be shown with a Case Status of Withdrawn. You will also receive a courtesy email notification that your application has been withdrawn.

Note: Once you withdraw an application, it cannot be reinstated for further processing.