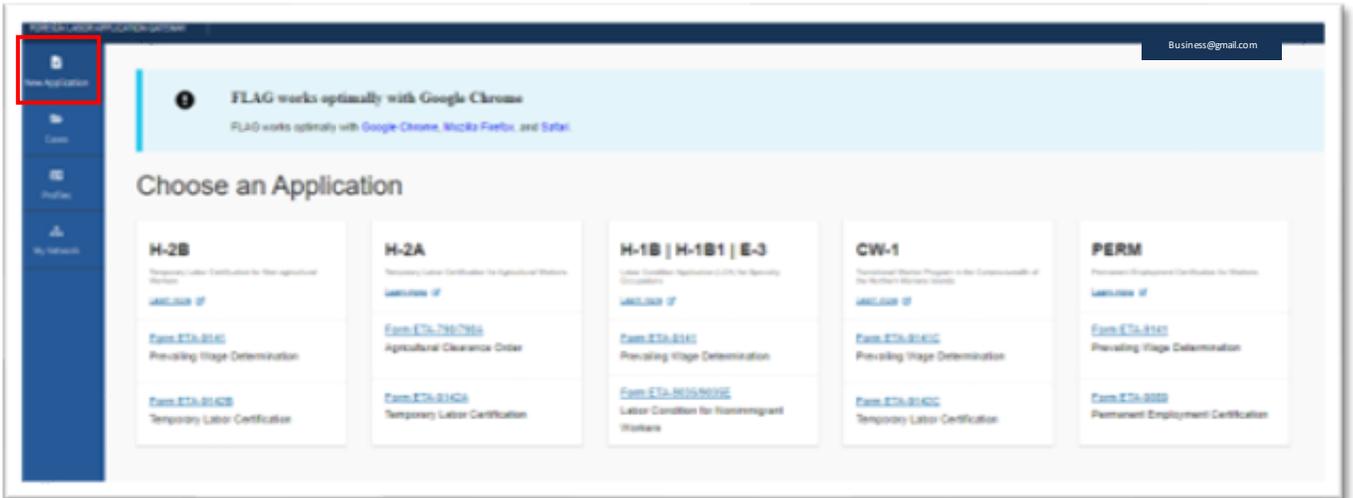




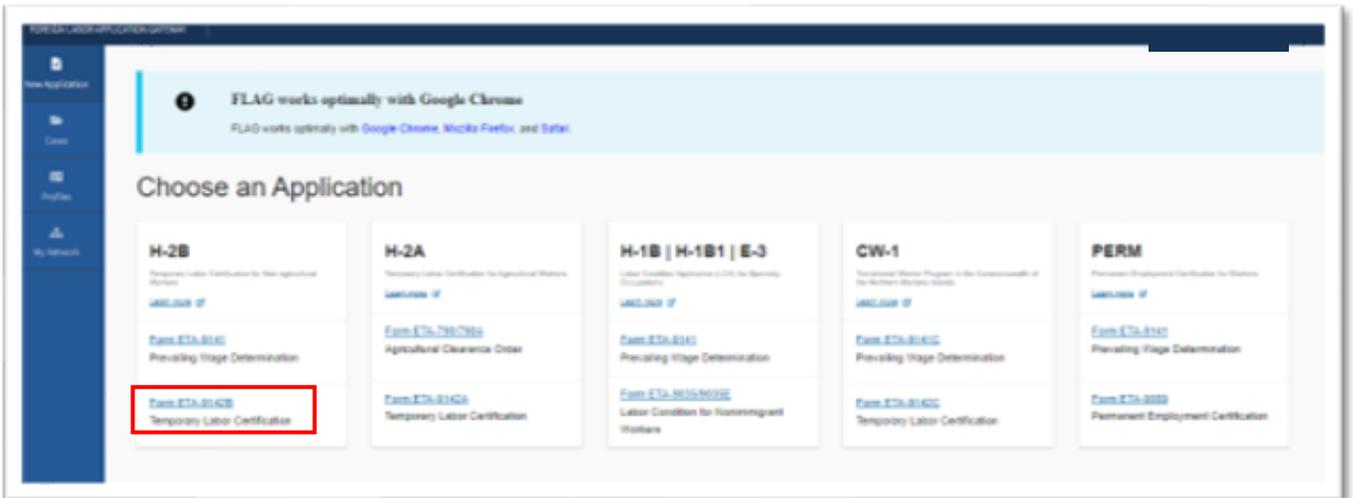
*FLAG has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

HOW TO SUBMIT AN ETA-9142B APPLICATION IN FLAG.DOL.GOV

1. Ensure that you have created an account using Login.gov. Please use your Login.gov credentials to access <https://flag.dol.gov>.
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-9142B” under “H-2B Labor Certification” to begin filling out an ETA-9142B application.





- If this is not an Emergency Filing Situation, select “No” under “Preliminary Questions.” Select the “PWD Case Lookup” button.

Emergency Filing and your Prevailing Wage

Form ETA-9142B
Application for Temporary Labor Certification

Preliminary Questions

A Nature of H-2B Application
B Temporary Need Information
C Employer Information
D Employer Point of Contact Information
E Attorney or Agent Information (if applicable)
F Job Opportunity and Minimum Requirements

F.b.11: Are you requesting a waiver of the period for filing this application (i.e., 90 to 75 days before the expected start date of work) due to an emergency situation under 20 CFR 655.177?

Yes
 No

Form ETA 9141 Case Lookup

F.b.10(F).b.10a(F).b.10b: Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) below:

PWD Case Lookup

If you do not have a relevant Form ETA-9141, Application for Prevailing Wage Determination, please complete one and return to this form once you have submitted.

You must link a Prevailing Wage determination.

Save & Quit Continue

- Select a determined case from the table. Once a Prevailing Wage has been selected, click “Next.”

Employers seeking a waiver of the time period for filing due to an emergency situation must submit a request for a waiver of the time period requirement, a completed Application for Temporary Employment Certification and the proposed job order identifying the SWA serving

Form ETA 9141 Case Lookup

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.)

Type Search Term Here... **Search** [Find a PW submitted in iCert](#)

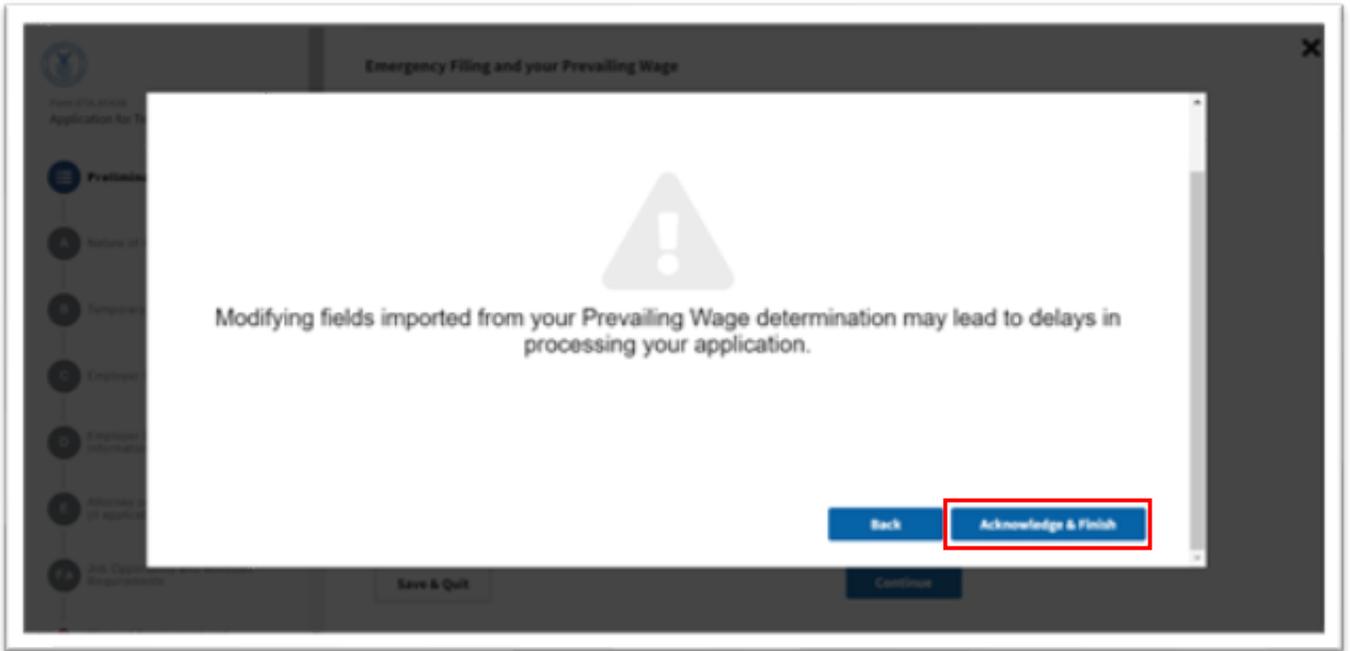
	Case Number	Employer Name	FEIN	Job Title	Determined SOC	Determination Date
<input checked="" type="radio"/>	P-400-19155-059...	Legal Business N...	123456789	Butchers and Mea...	51-3021.00	2019-06-04T20:35...

Next

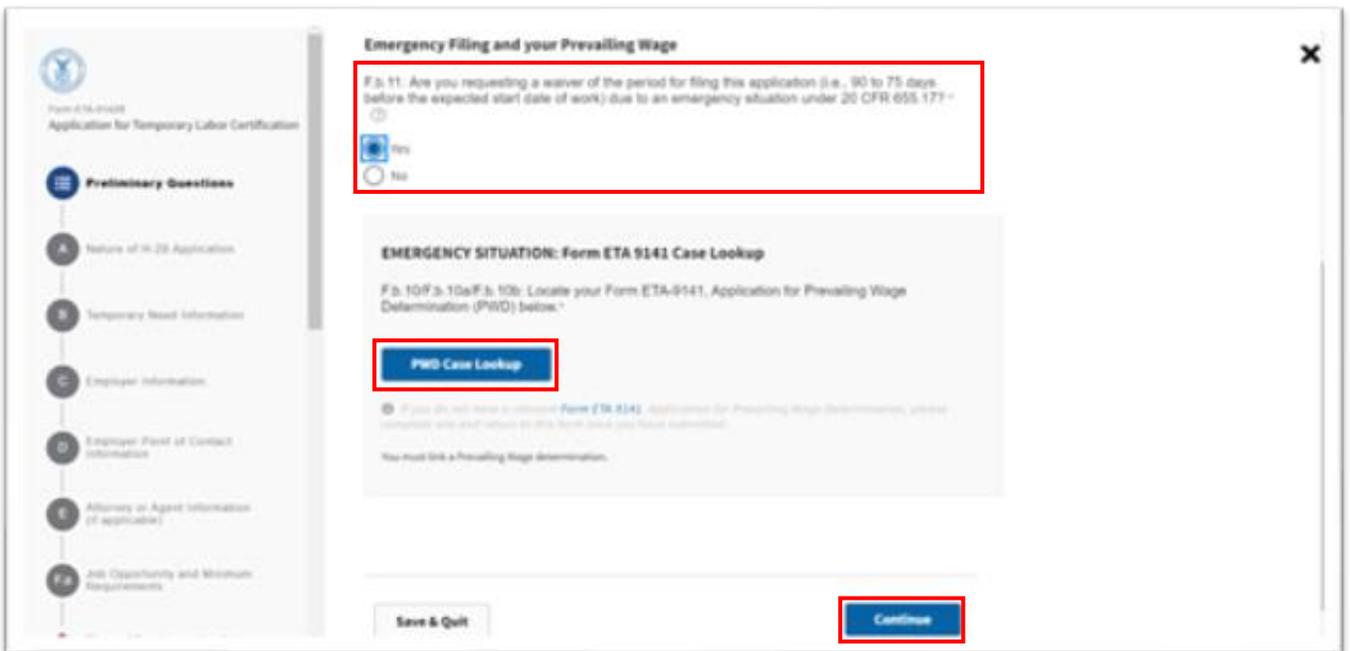
You must link a Prevailing Wage determination.



6. The user will receive a notification. Click “Acknowledge & Finish.”



7. If this is an Emergency Filing Situation, select “Yes.” Select the “PWD Case Lookup” button. Refer to Steps #5 – 7. Click “Continue.”





- Under “Nature of H-2B Application,” enter estimates of the numbers of H-2B cap-subject workers and H-2B cap-exempt workers the employer anticipates to employ under this application and click “Continue.”

- Under “Temporary Need Information,” verify that all fields were populated by the linked PWD. Enter any missing fields. Note that the total number of workers entered into B.4 must equal the sum of workers entered into A.1a and A.1.b.



10. Select “Yes” if you have a previously registered temporary need/Temporary Need Registration Number that applies to this application then click Registration Number Lookup. Note: In order to access the Registration Number Lookup, the following fields must be completed:

- B.4: Number of Workers
- B.5: Begin Date
- B.6: End Date
- B.7: Nature of Temporary Need
- C.12: FEIN
- F.b.7: Primary Worksite MSA

Temporary Need Information

B.1. Job Title *

B.2.3. SOC Code and Occupation Title *

B.4. Number of Workers *

B.5. Begin Date *

B.6. End Date *

B.7. Nature of Temporary Need *
 Seasonal
 Fullload
 One Time Occurrence
 Interim/2nd

Do you have an H-2B Registration Number *
 Yes
 No

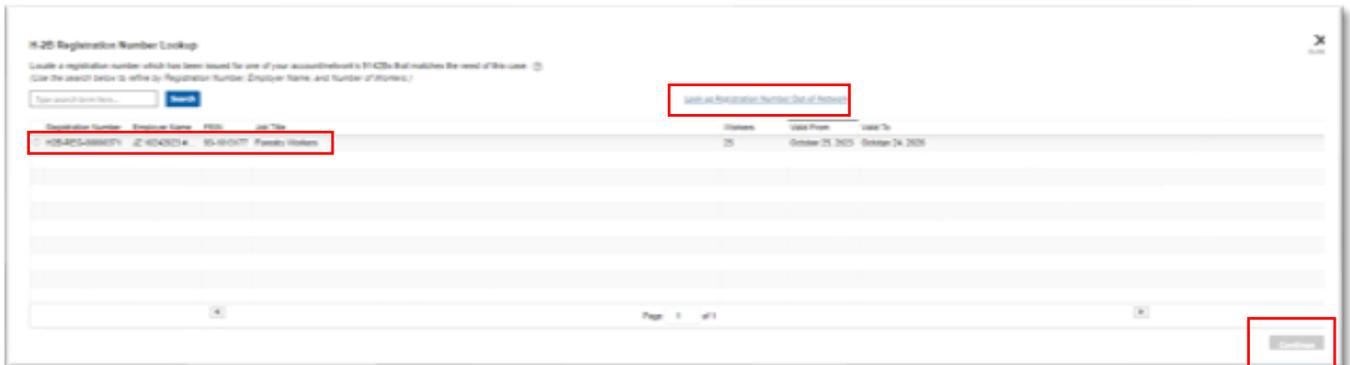
B.8. Statement of Temporary Need *
[Registration Number Lookup](#)

[Save & Quit](#) [Back](#) [Continue](#)



11. From the Lookup, select the H-2B Registration Number that applies to your application and select “Continue”. In order to link a case to a registration number in your account/network, it must meet the following criteria:
- Registration Number status has to be Active
 - Registration Number must match following values in the current 9142B case
 - FEIN
 - Primary Worksite MSA
 - Type of need (seasonal or peakload)
 - Current case must not have a total number of workers that is more than 20% of the total workers in the registration number, if the number of workers is great than or equal to 10 workers (e.g., registration is for 100 workers, they can request up to 120)
 - Current case must not have a total number of workers that is more than 50% of the total workers in the registration number, if the number of workers is less than 10 workers (e.g., registration is for 8 workers, they can request up to 12 workers)
 - Current case must not have changed by more than a total of 30 calendar days for the entire period of need in the registration number

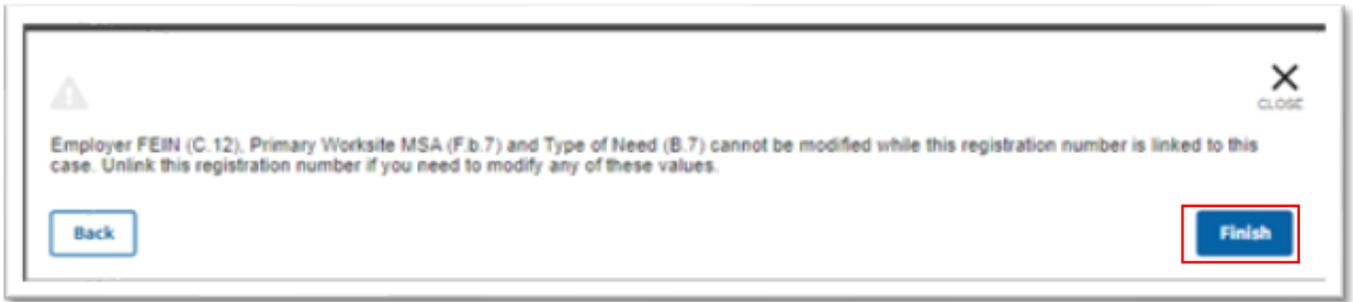
To select an H-2B Registration number that is not part of your FLAG network, select “Look up Registration Number Out-of-Network”, enter the Temporary Registration Number and select “Continue”. The registration number entered must meet the above criteria in order to be available to be linked to the current 9142B case.



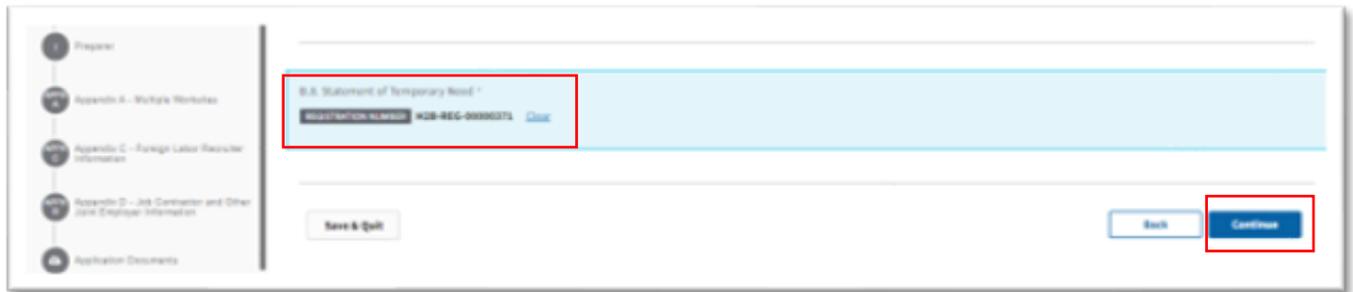
12. The User will receive a notice indicating that a set of fields in your case will become read-only after linking the selected Registration Number to the case. Click “Finish”.



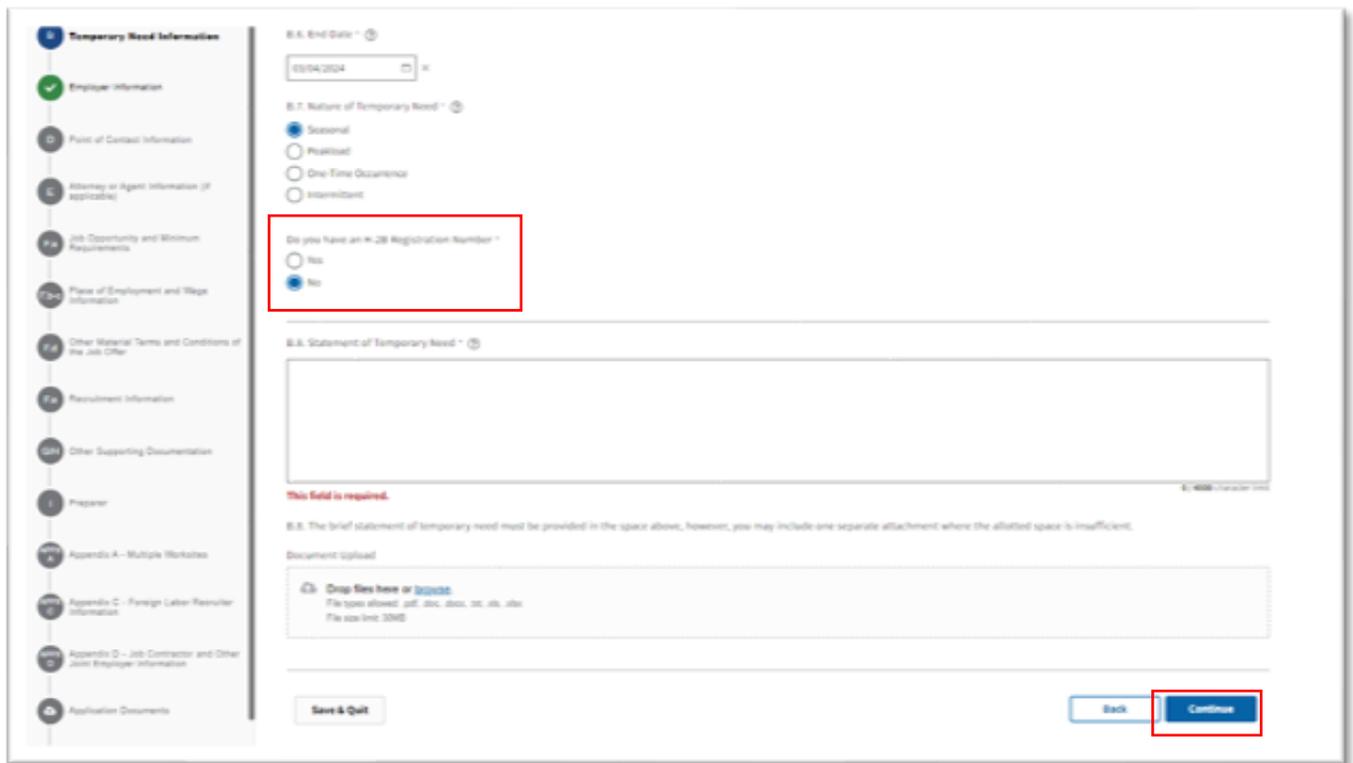
Note: if you need to modify the fields listed, you will first need to unlink the selected Registration Number from the case.



13. The H-2B Registration Number will be populated in Section B.8. To Link a different H-2B Registration Number, select "Clear". Select "Continue".



14. Select "No" if you do not have a previously registered Temporary Need and enter your statement of temporary need. When completed, select "Continue".





- Under "Employer Information," verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click "Continue."

Employer Information

Form ETA-9420
Application for Temporary Labor Certification

- Preliminary Questions
- Nature of H-2B Application
- Temporary Need Information
- Employer Information**
- Employer Point of Contact Information
- Attorney or Agent Information (if applicable)
- Job Opportunity and Minimum Requirements

Employer Name(s)

C.1: Legal Business Name *

C.2: Trade name/Doing Business As (DBA), if applicable

Employer Address

C.3: Address 1 *

C.4: Address 2 (apartment/suite/floor and number)

C.5: City *

C.6: State *

- Under "Employer Point of Contact Information," verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click "Continue."

Employer Point of Contact Information

Form ETA-9420
Application for Temporary Labor Certification

- Preliminary Questions
- Nature of H-2B Application
- Temporary Need Information
- Employer Information
- Employer Point of Contact Information**
- Attorney or Agent Information (if applicable)
- Job Opportunity and Minimum Requirements

The information contained in this section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section E, unless the attorney is an employee of the employer.

Employer Point of Contact Name & Title

D.1: Contact's Last (family) Name *

D.2: First (given) Name *

D.3: Middle Name(s)

D.4: Contact's Job Title *



- Under "Attorney or Agent Information," indicate the Employer's type of representation. If unrepresented, select "None." Click "Continue."

Form ETA-9142B
Application for Temporary Labor Certification

Preliminary Questions
Nature of H-2B Application
Temporary Need Information
Employer Information
Employer Point of Contact Information
E Attorney or Agent Information (if applicable)
Job Opportunity and Minimum Requirements

Attorney or Agent Information (if applicable)

Type of Representation

E.1: Indicate the type of representation for the employer in the filing of this application. *

Attorney
 Agent
 None

Attorney / Agent Name

E.2: Attorney or Agent's Last (family) Name *

E.3: First (given) Name *

E.4: Middle Name(s) *

Conditional fields appear when Attorney/Agent is selected

- Under "Job Opportunity and Minimum Requirements," users must upload the "State Workforce Agency (SWA) Job Order" documentation along with the "Date Job Order Submitted."

Form ETA-9142B
Application for Temporary Labor Certification

Preliminary Questions
Nature of H-2B Application
Temporary Need Information
Employer Information
Employer Point of Contact Information
Attorney or Agent Information (if applicable)
F.a Job Opportunity and Minimum Requirements

Job Opportunity and Minimum Requirements

Document Upload - SWA Job Order

F.a.1: You must upload the job order submitted concurrently to the State Workforce Agency (SWA) serving the area of intended employment.

Only .pdf, .doc, .docx, .txt, .xls, .xlsx files under 30 MB can be uploaded. *

Drop files here or [Browse](#)

0_Doc2.docx Clear

F.a.2: Name of the State *

Virginia

F.a.3: Date Job Order Submitted *

05/22/2019



19. Enter the “Job Duties.” If additional space is needed, upload a document under the “Document Upload – Job Duties” section. Click “Continue.”

The screenshot shows the 'Job Duties' section of the application form. On the left is a progress bar with steps: Preliminary Questions, Nature of H-2B Application, Temporary Need Information, Employer Information, Employer Point of Contact Information, Attorney or Agent Information (if applicable), and Job Opportunity and Minimum Requirements (highlighted in blue). The main content area is titled 'Job Duties' and contains a text input field with a red border. Below it is a 'Document Upload - Job Duties (Optional)' section with a file upload button and instructions.

Job Duties

F.a.4. Description of the specific services or labor to be performed. *
(All job duties must be disclosed on this form. One separate attachment will be accepted to fully complete the response.)

Job duties here

25 / 4000 Character Limit

Document Upload - Job Duties (Optional)

F.a.4. All Job duties must be disclosed in the space above, however, you may include one separate attachment where the allocated space is insufficient.

Only pdf, doc, docx, xls, xlsx files under 30 MB can be uploaded.

Drop files here or [Browse](#)

20. Enter the “Work Schedule” and “Education & Training.”

The screenshot shows the 'Work Schedule' and 'Education & Training' sections of the application form. The progress bar on the left is the same as in the previous screenshot. The main content area is titled 'Anticipated days and hours of work per week' and contains a table for days of the week, a total hours field, and an 'Hourly work schedule' section with input fields for begin and end times. Below these is the 'Education & Training' section.

Anticipated days and hours of work per week ⓘ
F.a.5.A-4: (an entry is required for each box below) *

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="text"/>						

Total: 0 hours
The entry in this field must be at least 35 hours per week.

Hourly work schedule ⓘ
(an entry is required for each box below) *

F.a.6.a: Begin Time *

F.a.6.b: End Time *

Education & Training



21. If supervision is required, F.a.10a will appear. Click “Continue.”

The screenshot shows the 'Application for Temporary Labor Certification' form. The left sidebar lists steps: Preliminary Questions, Nature of H-2B Application, Temporary Need Information, Employer Information, Employer Point of Contact Information, Attorney or Agent Information (if applicable), and Job Opportunity and Minimum Requirements. The main content area shows F.a.9: Work Experience: number of months required (0), F.a.10: Supervision: does this position supervise the work of other employees? (Yes selected), F.a.10a: Enter the number of employees the worker will supervise (0), and F.a.11: Special Requirements - List specific skills, licenses/certifications, field(s) of training, and requirements of the job (specific requirements text area).

22. Under “Place of Employment and Wage Information,” verify that all fields were populated by the linked PWD. Users can edit fields as needed. Click “Continue.”

The screenshot shows the 'Place of Employment and Wage Information' form. The left sidebar lists steps: Preliminary Questions, Nature of H-2B Application, Temporary Need Information, Employer Information, Employer Point of Contact Information, Attorney or Agent Information (if applicable), and Job Opportunity and Minimum Requirements. The main content area shows F.b.1: Worksite Address (Worksite address), F.b.2: Worksite Address (apartment/suite/floor and number), F.b.3: City (City Text), F.b.4: State (VIRGINIA), F.b.5: Postal Code (202099), and F.b.6: County.



23. Under “Other Material Terms and Conditions of the Job Offer,” complete the required fields. Click “Continue.”



24. Under “Recruitment Information,” complete two of three fields. Click “Continue.”

Recruitment Information

Two of three entries required *

F.e.1: Telephone Number to Apply ⓘ

F.e.2: Email Address to Apply ⓘ

F.e.3: Website Address (URL) to Apply ⓘ

Save & Quit Back Continue

25. Under “Other Supporting Documentation,” complete the required fields.

Other Supporting Documentation

Type of Employer

G.1: Choose only one * ⓘ

Individual Employer

Job Contractor - Joint Employer

G.2: Is the employer covered by the requirements of the Migrant and Seasonal Agricultural Workers Protection Act (MSPA) to obtain a Certificate of Registration? * ⓘ

Yes

No

N/A

Foreign Labor Recruiter Information

G.5: Is the employer, and its attorney or agent, as applicable, engaging or planning to engage any agent(s) or recruiter(s) in the recruitment of prospective H-2B workers, regardless of whether such agent(s) or recruiter(s) is (are) located in the U.S. or abroad? * ⓘ

Yes



The screenshot shows a web application interface with a sidebar on the left containing a progress indicator for steps E through Review & Submit. The 'Other Supporting Documentation' step is highlighted. The main content area is enclosed in a red border and contains two document upload sections:

- Document Upload - Employer MSPA:** This section includes a question G.2: "Is the employer covered by the requirements of the Migrant and Seasonal Agricultural Workers Protection Act (MSPA) to obtain a Certificate of Registration?" with radio button options for Yes, No, and N/A. Below the question is a text box for file upload with the instruction: "Only pdf, doc, docx, txt, xls, xlsx files under 30 MB can be uploaded." A callout bubble points to this section with the text: "If 'Yes' to G.2, upload appropriate documentation".
- Document Upload - Job Contractor Agreement/Contract:** This section includes a question G.4: "Because this application relates to Job Contractor - Joint Employer, confirm that the employer-client identified has read and agrees to all the applicable terms, assurances, and obligations contained in Appendix B and has attach a separate signed and dated copy of Appendix B with this application." Below the question is another text box for file upload with the same 30 MB limit instruction. A callout bubble points to this section with the text: "If G.1 is 'Job-Contractor,' upload appropriate documentation".

26. Under "Appendix B Document Upload Section," click the "Appendix B" hyperlink, and download the PDF to your computer. Read, print, and sign the form, and reupload the signed document. Click "Continue."

This screenshot shows the next step in the application process. The sidebar on the left shows the progress indicator, with 'Application Documents' now highlighted. The main content area contains a notice at the top: "In accordance with Federal regulations, the employer(s) must attest to abide by certain terms, assurances, and obligations as a condition for receiving a temporary labor certification from the U.S. Department of Labor. Applications that fail to attach Appendix B will not be certified by the Department." Below this is a red-bordered section for document uploads:

- Document Upload - Appendix B:** This section includes question H.1: "Confirm that you have read and agree to all the applicable terms, assurances and obligations contained in Appendix B and attach a signed and dated copy of Appendix B." Below the question is a text box for file upload with the 30 MB limit instruction.
- Document Upload - Employer-client Appendix B:** This section includes question H.2: "Because this application relates to Job Contractor - Joint Employer, confirm that the employer-client identified has read and agrees to all the applicable terms, assurances, and obligations contained in Appendix B and has attach a separate signed and dated copy of Appendix B with this application." Below the question is another text box for file upload with the 30 MB limit instruction.

At the bottom of the form, there are three buttons: "Save & Quit", "Back", and "Continue". The "Continue" button is highlighted with a red box.



27. Under “Preparer,” complete this section 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.”

Preparer

Complete this section if the preparer of this application is a person other than the one identified in either Section D (employer point of contact) or section E (attorney or agent) of this application.

I.1: Last (family) name

I.2: First (given) name

I.3: Middle Initial

I.4: Law Firm/Business FEIN

I.5: Law Firm/Business Name

28. If Fc.1 indicates work be performed at worksite locations other than the one identified in Section F.b., “Appendix A,” will require the entry of additional worksites. Otherwise this section will not be required. If additional worksites are being added, click “Add Worksites”

Appendix A - Multiple Worksites

Important Note: Employers are required to complete Appendix A when supplying information about additional workers. Submission of additional worksite information in any other form or format will not be accepted. Only worksites entered on the Form (TR 3142) and Appendix A will be used in the processing of the employer's request for temporary labor certification.

Add Worksites

Note: If you have a large amount of worksites, the table below may take a few moments to load.

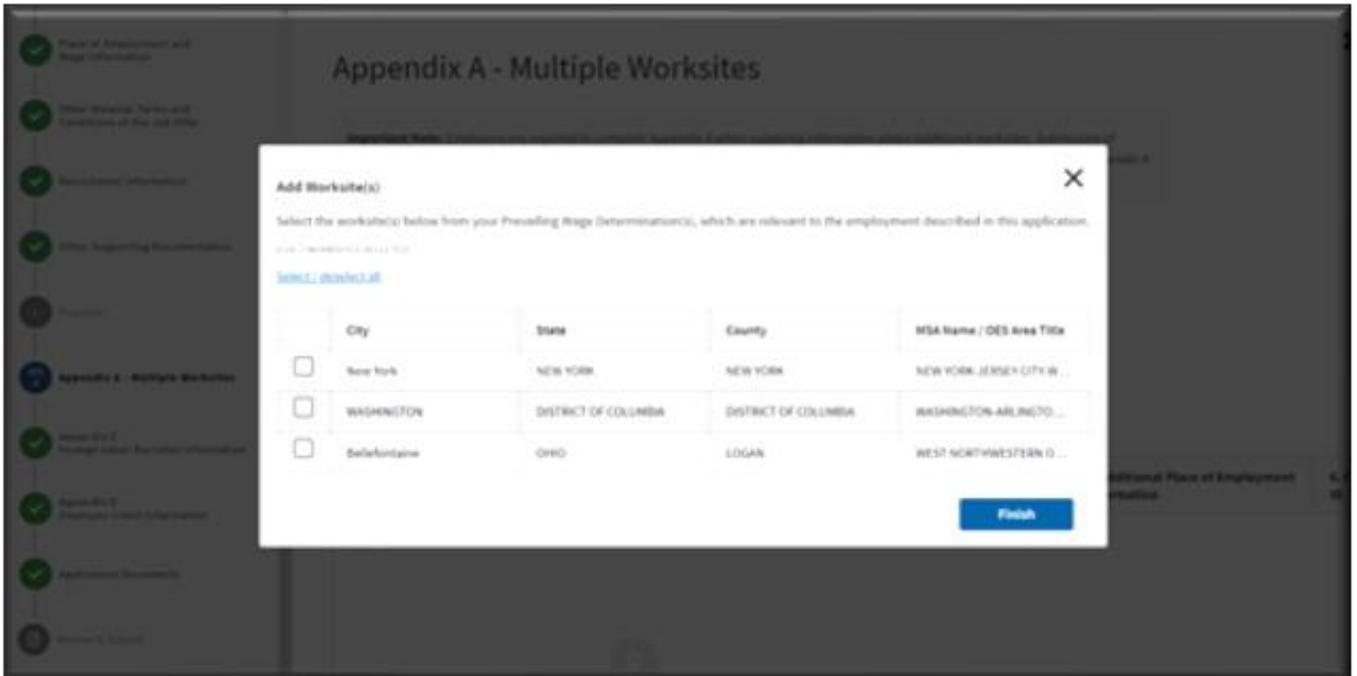
0 Additional Worksites

Use the table below to enter the details about each worksite, when applicable.

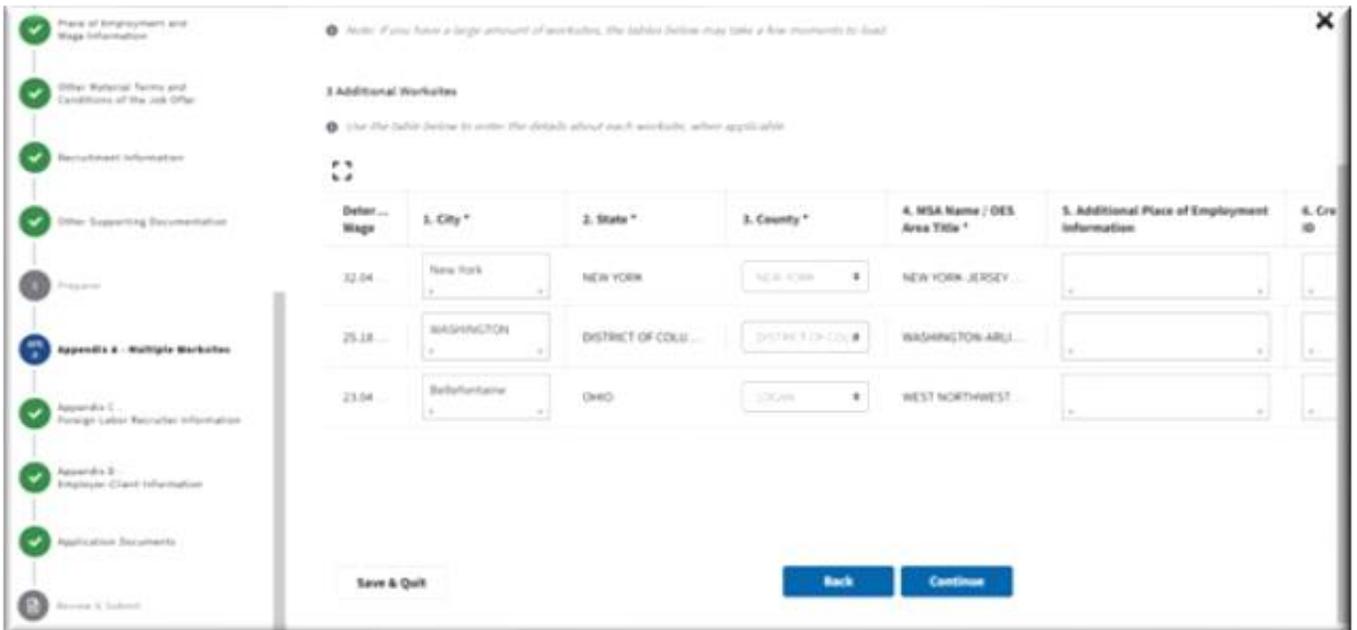
Deter... Wage	1. City *	2. State *	3. County *	4. MSA Name / OES Area Title *	5. Additional Place of Employment Information	6. Cre ID
------------------	-----------	------------	-------------	-----------------------------------	--	--------------



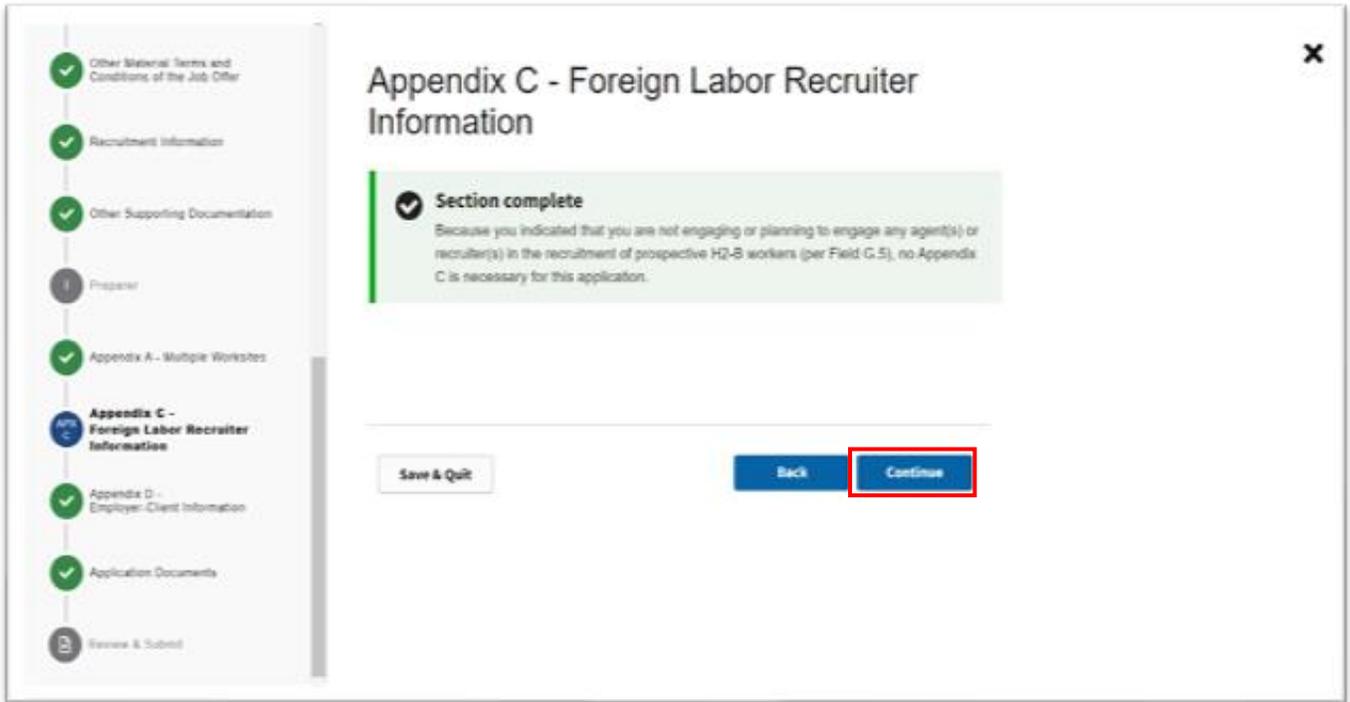
29. Select the worksites you wish to add to your application from your linked Prevailing Wage Determination. Click “Finish.”



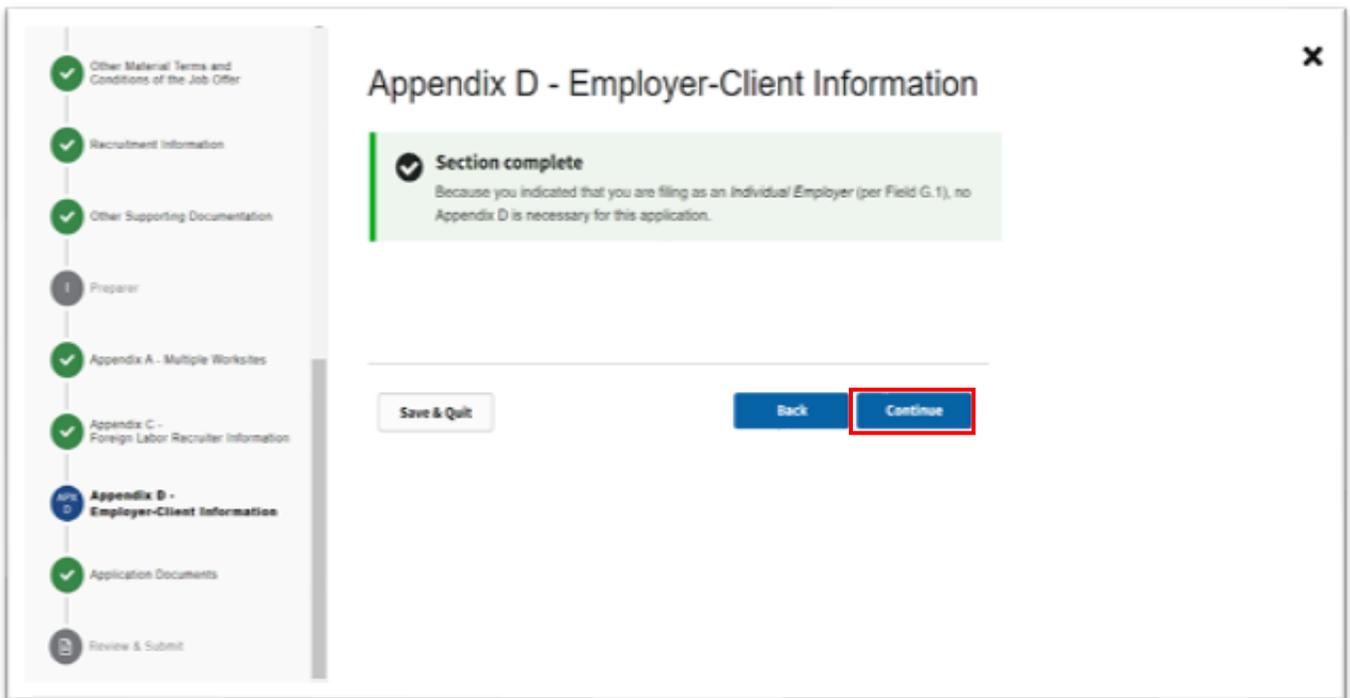
30. Add details for each worksite and click “Continue”



31. Under “Appendix C,” a document upload will be required whether the user is engaging or planning to engage in any agent(s) or recruiter(s) in the recruitment of prospective H-2B workers. This is determined by Field G.5. Click “Continue.”



32. Under “Appendix D,” a document upload will be required whether the user is filing as an individual employer or a Job Contractor - Joint Employer. This is determined by Field G.1. Click “Continue.”



33. The “Application Documents” section provides a summary of the documents that the user has uploaded while filling out the 9142B form. Review the documents, and if there are no other documents to add, click “Continue.”



Application Documents

Below, you will find a summary of documents that you have uploaded to this application throughout the form. You may also add and categorize additional supplemental documents below.

Add Document

3 Additional Documents

You can modify documents which were added in previous application sections by returning to those sections.

Document Name	Category	Actions
0_Doc2.docx	SBA Job Order	---
0_Doc2.docx	Employer MSPR	---
0_Doc2.docx	Appendix B	---

34. Under “Review & Submit,” you will be given an opportunity to review all of the responses you’ve provided throughout the form as well as get notifications about any fields which have not been completed. Use the stepper to navigate back to any section if changes are necessary. Click “Submit.”

Review & Submit

Submission Errors

- Preliminary Questions**
There is a error on this page.
• Field (1) is. This field is required.

Select what items (if any) you would like to view:

Select...

Go Back Click Submit

H-2B Application for Temporary Employment Certification
Form (ETA-9142B)
U.S. Department of Labor

IMPORTANT: Employers and authorized applicants must read these instructions carefully before completing the Form ETA-9142B - H-2B Application for Temporary Employment Certification, and all related applications. These instructions contain full explanations of the questions and applications that make up the Form (ETA-9142B) if you are not submitting these forms electronically, please complete all required items containing an asterisk (*) and any applicable footnotes unless a response is specifically required as indicated by the asterisk (*) symbol. However, only those items which are specifically required are indicated by the asterisk (*) symbol. Other possible items to which you may wish to refer are indicated by the asterisk (*) symbol. For more information on Form ETA-9142B and any supplemental forms, or any, when it concerns another to do so is consulting a Federal official, accessible by the or representative of both (18 U.S.C. §§ 1001 & 1002). Other possible items to which you may wish to refer are indicated by the asterisk (*) symbol with regard to the form (18 U.S.C. §§ 1001, 1002).

- A. Nature of H-2B Application
- B. Temporary Need Information
- C. Employer Information
- D. Preliminary Review of Preliminary Information

What is a question? [Get Help](#)



35. Once submitted, users will be redirected to a Success page that confirms the submission of the H-2B Temporary Labor Certification application (ETA-9142B). *Note: The newly-submitted case will retain its temporary/initiated case number until it is assigned a permanent case number, which can be viewed in the confirmation email.*

✔ 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](#)