Dear Employer,

IMPORTANT INFORMATION: DOL EMERGENCY PROCEDURES FOR FILING ELECTRONIC H-2B APPLICATIONS IN THE ICERT SYSTEM

The Department remains confident the iCERT System for submitting H-2B applications electronically will open for service Monday, January 7, 2019 starting at **2:00 p.m. EST**. The Department has enhanced system capacity and continues to perform intensive testing and performance tuning on the iCERT system to simulate the expected activity of a large number of simultaneous system users. Out of an abundance of caution, we are prepared to activate an emergency application filing process in the unlikely event a system disruption occurs. **Please review the following information and procedures carefully upon receipt of this electronic communication.**

H-2B CASE SUBMISSION TICKETING PORTAL

The Department is prepared to activate a web service portal, called the H-2B Case Submission Ticketing Screen, where employers can submit their pending H-2B applications in the iCERT system. The H-2B Case Submission Ticketing Screen **will be activated only in the event of an emergency and upon electronic notice from the Department through the iCERT system website.**

Once you have completed the required submission steps for each H-2B application, the Department will initiate actions to (1) affix the date and timestamp you received through the H-2B Case Submission Ticketing Screen to your pending H-2B application, (2) convert your pending "T-400" case number to an official "H-400" case number and change the processing status of the case, and (3) take appropriate actions to initiate processing of your submitted H-2B application, including all data and documentation you attached to the pending H-2B application in the iCERT system. You will not receive a courtesy email notification from this new web service portal, **so make sure you print the confirmation page and retain a copy for your records.**

Once you have submitted this information your application will be considered filed, triggering all program requirements applicable to the filing of an H-2B *Application for Temporary Employment Certification*. Please note any application that is incomplete, contains obvious errors or inaccuracies, or does not meet the requirements of 20 CFR 655 subpart A will receive a Notice of Deficiency. Should the filing of the application result in the receipt of a temporary labor certification, the employer must abide by all H-2B program terms, requirements, assurances, and obligations.

Our iCERT system records indicate that you have initiated, but not yet submitted for processing, the following H-2B application (Form ETA-9142B and any supporting documentation) using the named employer identification number:

Case Number: T-400-12345-123456
Employer Business Name: JOHN DOE COMPANY

Employer FEIN: 12-9999999

Please retain the aforementioned information on your pending H-2B application.

Thank you,
Office of Foreign Labor Certification

PROCEDURES FOR SUBMISSION OF A PENDING H-2B APPLICATION

VIEW H-2B CASE SUBMISSION TICKETING SCREEN

Please follow the steps below to access the screen:

1. Open a browser and navigate to the ticketing screen referenced at https://icert.doleta.gov (see Figure 1).

Figure 1. H-2B Case Submission Ticketing screen

SUBMITTING A CASE

Prerequisites: The H-2B Case Submission Ticketing screen facilitates the submission of pending applications prepared within the iCERT system. You will not be able to access your pending H-2B application using the H-2B Case Submission Ticketing screen. Before entering information on this screen, please ensure the accuracy and correct format for you temporary (T) case number and the employer's Federal Employer Identification Number (FEIN).

Steps to submit a case:

1. Enter a single case number in the field case number field in the following format:
   a. T-400-nnnnn-nnnnnn (example: T-400-12345-123456)

2. Enter the Employer FEIN associated with the H-2B case in the following format:
   a. nn-nnnnnnn (Two-part FEIN consists of two digits followed by seven digits, separated by a hyphen; example: 12-9999999)

3. Complete the reCaptcha "I'm not a robot" challenge by selecting the reCaptcha checkbox—this will display a checkmark next to the "I'm not a robot" challenge and enable the SUBMIT CASE button (see Figure 2)
   a. You MUST complete any and all additional puzzle challenges, if reCaptcha displays them, to enable the SUBMIT CASE button (see the reCaptcha additional challenge section)
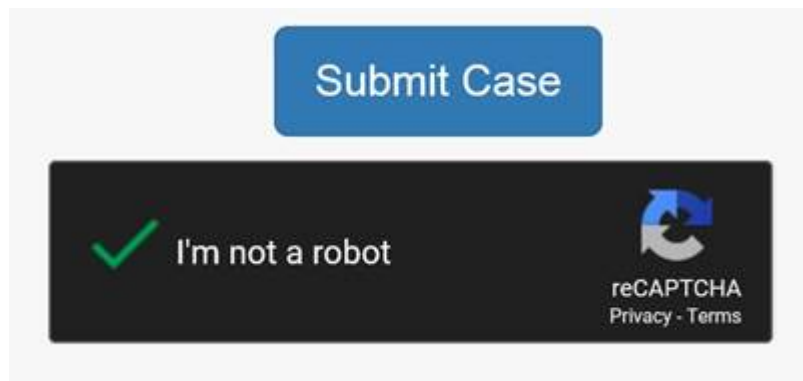

Figure 2. reCaptcha basic challenge completed

Important Note: By clicking the Submit Case button, the pending H-2B application associated with the "T" case number for the employer identified by the FEIN provided will be officially filed, and trigger all program requirements applicable to the filing of an H-2B Application for Temporary Employment Certification. Please note any application that is incomplete, contains obvious errors or inaccuracies, or does not meet the requirements of 20 CFR 655 subpart A, will receive a Notice of Deficiency.* Should the filing of this application result in the receipt of a temporary labor certification, the employer must abide by all H-2B program terms, requirements, assurances, and obligations.

Any information provided that is not associated with an H-2B application will not be considered filed. All non-H-2B applications must be filed through the iCERT Portal system once it has been restored.

4. Click the SUBMIT CASE button to submit the case—a confirmation screen will display containing the submitted T case number, the employer FEIN, and a date-time stamp to the millisecond.

5. Print the confirmation page and retain a copy for your records (see Figure 3)
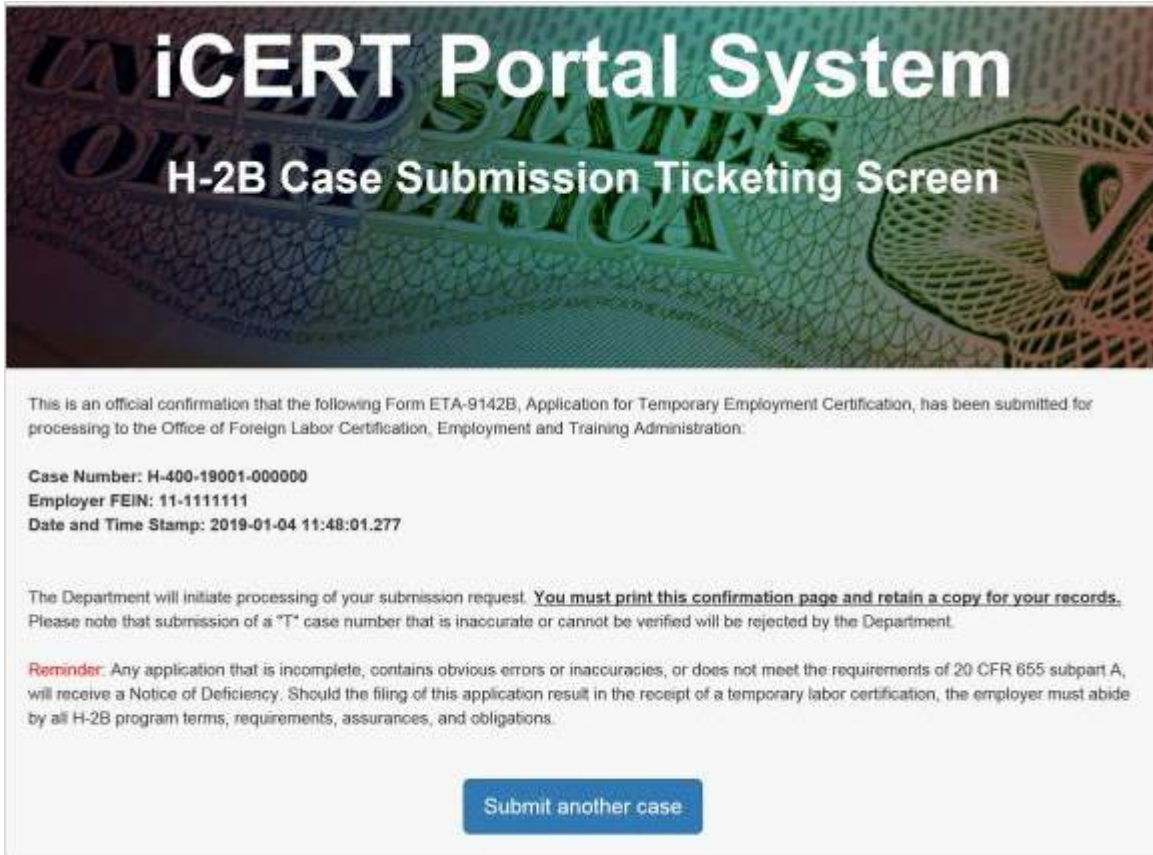
Figure 3. Case Submission Confirmation Page sample

6. Click the SUBMIT ANOTHER CASE button if you wish to submit another case and REPEAT Steps 1 through 5 above.