



Commonwealth of the Northern Mariana Islands
Department of Labor
Office of the Secretary
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Certificate of Good Standing Requirements

Please submit the following documents:

Note: Incomplete documents will not be accepted.

1. Request letter addressed to **Mrs. Leila F. Staffler**, Secretary of Labor.
2. Copy of Business License.
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-445 Investigation)
3. Copy of Annual Corporate Report.
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-445 Investigation)
4. Copy of latest 3 Quarterly (9mos.) Business Gross Revenue Tax (BGRT)
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-445 Investigation)
5. Copy of latest 3 Quarterly (9mos.) Employee's Withholding Tax Return (EWTR)
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-445 Investigation)
6. Certification of Good Standing from Department of Revenue and Taxation
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-330(t) (3) Tax Standing)
7. Total Workforce Listing
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.505(a)(b)(c)(d) Census of Employment)
8. Workforce Plan
(Pursuant to NMIAC, Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-510 Workforce Plan (a)(b))
9. Copy of Workers Compensation Insurance
(Pursuant to Title 20 Department of Commerce. Chapter 40 Subchapter 40.3 Part 200 §20-40.1 Workers Compensation Insurance and §20-40.3-205 Employers Liability Insurance.)
10. Fees:
(Pursuant to NMIAC Subchapter 80-20.1 Employment Rules and Regulations §80-20.1-635 Fees)

Certification of Compliance Regular Process \$100.00 (5 to 7 days).

(Pursuant NMIAC Subchapter 80-20.1 Employment Rules and Regulations §80-2-.1-635 Fees (g))

Expedite Processing \$250.00 (3 to 4 days)

(Pursuant NMIAC Subchapter 80-20.1 Employment Rules and Regulations §80-2-.1-635 Fees (g))