



Department of Commerce

WORKERS' COMPENSATION COMMISSION
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
P.O. Box 5795 CHRB, Saipan MP 96950
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Application for Certificate of Clearance

Please take notice that pursuant to the CNMI Workers' Compensation Law, as amended, every employer in the Commonwealth is required to secure insurance coverage for employee(s) in case of occupational injury, illness, or death. The law further requires that all applicants for business licenses in the CNMI (whether its an application for a new business or the renewal for an existing business) must obtain a Certificate of Clearance from the Workers' Compensation Commission before the Secretary of Finance will issue such business license.

Name of Business: _____

Address: _____

Name of Applicant/Representative: _____

PLEASE MARK THE APPROPRIATE AREA(S) BELOW

A. BUSINESS LICENSE APPLICANT - NEW:

- I am not an employer now. I do, however, understand the requirement of the Workers' Compensation Law. If I hire any employee in the future, I will comply with the requirements as mandated by law, and immediately secure coverage for my employee(s) and will file a Certificate of Compliance within 30 days thereafter.
- I am an employer or will be hiring personnel within a few days. I am providing a copy of the workers' compensation insurance policy in effect and a Certificate of Compliance (FORM WCC- I 00) as required.
- I have never been an employer operating under a different name.

B. BUSINESS LICENSE APPLICANT - RENEWAL:

- I have renewed the workers' compensation insurance coverage. I am providing a copy of the workers' compensation insurance policy in effect and a Certificate of Compliance (FORM WCC-100) as required.
- I did not or no longer have any personnel employed by the business.

Signature of Applicant or Representative

Date

WORKERS' COMPENSATION COMMISSION

PUBLIC NOTICE

THIS IS A REMINDER TO ALL BUSINESS LICENSE APPLICANTS. Pursuant to Public Law 6-33 & 9-33. "The Workers' Compensation Law", all employers in the Commonwealth of the Northern Mariana Islands are required to provide workers' compensation insurance coverage for their employees. Upon procuring such insurance coverage, you must file a Certificate of Compliance (Form WCC- I 00) along with a copy of your insurance policy to Workers' Compensation Commission within 30 days. The 30-days grace period is also applied to renewal of an existing insurance policy.

WHAT WILL HAPPEN IF YOU FAILED TO COMPLY WITH THE WORKERS' COMPENSATION COVERAGE REQUIREMENTS?

First of all, there is a civil penalty for non-compliance. Failure to secure workers' compensation coverage will result in the assessment of a civil penalty amounting to \$100 per day. However, in the event the insurance policy is issued but you failed to file the Certificate of Compliance with WCC within the 30-days grace period, the penalty assessment is \$100. It is the responsibility of the Employer (not the Insurance Carrier) to file the Certificate of Compliance.

Secondly, you are required to obtain a certificate of clearance from Workers' Compensation Commission prior to issuance of your business license. When you apply for a new business license or renewing your existing license, you are required by law to show evidence that you have complied with the Workers' Compensation coverage requirements. Failure to obtain the Certificate of Clearance will jeopardize the processing of your business license. In other words, the approval of your business license is contingent upon the issuance of the Certificate of Compliance.

YOU MUST PROVIDE THE FOLLOWING IN ORDER TO OBTAIN A CERTIFICATE OF CLEARANCE:

- 1. Business License Application**
- 2. Application for a Certificate of Clearance**
- 3. Proof of insurance coverage (if you have employees)**
- 4. Copy of Business License**
- 5. Map (location of your Business)**

For more information, please visit or contact the Workers' Compensation Commission offices nearest you.

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