



NCDOL

NC DEPARTMENT OF LABOR
LUKE FARLEY, COMMISSIONER

Migrant Housing Notification Form Instruction For Existing Growers

If you are an existing grower, please enter your grower ID and your pin. If you don't know your grower ID or pin, please call the office at 919-707-7820. After you enter your grower ID and pin, click the tab key and your grower information will appear below the grower ID and pin. If you need to make any changes, please do so. Remember everything must be in capital letters, except the email address, it must be lowercase letters.

Grower Registration

If you are an existing Grower/FLC, enter your ID and PIN and press the TAB key. Grower/FLC and site information from previous registrations should appear on the form.

DO NOT submit the form as a new grower if you're an existing grower that has registered in the past! If you don't know your Grower ID and/or Grower PIN, call the office for assistance.

Please enter all information in ALL CAPITAL LETTERS.

Por favor entre toda la información en LETRAS MAYÚSCULA.

If you are a new Grower/FLC, leave ID and PIN blank. You will be assigned an ID and PIN after submitting the form.

Grower/FLC ID

PIN

Grower/FLC Information

Primary Grower/FLC

Grower/FLC 1 First Name*

Grower/FLC 1 Middle Initial

Grower/FLC 1 Last Name*

Grower/FLC 1 Phone*

Grower/FLC 1 Email Address

Secondary Grower/FLC (Optional)

Grower/FLC 2 First Name

Grower/FLC 2 Middle Initial

Grower/FLC 2 Last Name

Grower/FLC 2 Phone

Grower/FLC 2 Email Address

Company/ Business Information

Please confirm the company name, phone number, email address, physical and mailing address are correct. If you need to make any changes, please do so. Remember everything must be in ALL CAPS except the email address needs to be lowercase.

Company/Business Information (Required)

Company Name *

DEMONSTRATION GROWER COMPANY

Company Phone *

(919)707-7820

Company Email *

dol.housing@labor.nc.gov

Company Email 2

Company/Business Physical Address (Required)

Street/Road Address *

1101 MAIL SERVICE CENTER

City *

RALEIGH

State *

NC

Zip *

27699

Company/Business Mailing Address

Mailing Address same as Physical Address

Company Mailing Address *

1101 MAIL SERVICE CENTER

City *

RALEIGH

State *

NC

Zip *

27699

Crops and Supporting Documentation

Crops: Make sure you fill out the type of crops. Click on the add button on the right-hand side. Select a value.

Supporting Documentation: If you have any documents you would like to upload. Click on upload document and select:

- Water Bill/ Well Report (document that has water info only)
- Sewer Bill/ Septic Report (document that has sewer/septic info only)
- Water Bill/ Sewer Bill Documentation (document that includes both water and sewer info)

➤ You can also send it to dol.housing@labor.nc.gov

Crops			Add
+ Please Select a Value			Remove

Attach Water/Sewer information for ALL Sites you are registering here:

Supporting Documentation (0)		
Document Name	Attachment Type	Actions
Available Attachment Types Current Water/Well Report		Upload Document

Site(s) Information

All sites that you used in previous years will automatically populate at the bottom. If you need to add or remove any sites, click on remove to your right-hand side. Keep in mind your arrival dates need to be correct since that is how your inspector will prioritize inspections. If you need to add a site that already exists, please call the office at 919-707-7820 and they will provide you the site ID and pin.

- Add arrival date, departure date and number of workers.
- Then click on water type dropdown: select city or well
- Then click on sewer type dropdown: select city or septic
- Then click on the following boxes H2A, H2B or non H2A/H2B. If you click on H2A, please provide your H2A agent. If you don't see your provider on the drop down, select other and add the agent's name.
- Make sure to click on the box that says, " By clicking this box I affirm...."

Site ID Site PIN

Sites

Site

Year **Arrival Date*** **Departure Date*** **Number of Workers***

Housing Description*

Street/Road Address* **City*** **APT/LOT #** **Zip*** **County***

Water Type* **Sewer Type***

H2A H2B Non-H2A/B **H2A Agent:**

* By clicking this box I affirm that I have been made aware that filling out the **H2A / H2B section above is REQUIRED** prior to Registration Form Submission.

Site(s) Information

Inspection Contact: If the grower is the one who will meet with the inspector, leave it blank and the system will populate the first name, last name, and phone number of the grower. If there is another person who will meet the inspector for the inspection, please add the name and phone number.

Person In Charge: If the grower is the person in charge, leave it blank and the system will populate the first name, last name, and phone number of the grower. If there is a person in charge other than the grower (such as a contractor or another grower), please add the first name, last name and phone number.

Make sure to click on the box: “By clicking this box I affirm....”


Inspection Contact (If Different than Grower/FLC)

Contact First Name	Contact Last Name	Contact Phone
DEMONSTRATION	GROWER	(999)999-9999

Person In Charge (If Different than Grower/FLC Above)

First Name	Last Name	Phone
DEMONSTRATION	GROWER	(999)999-9999

Remove

 By clicking this box I affirm I am the owner of this site and/or have permission to use this site.
**Proof may be required from non-owners such as rental agreement*

Site(s) Information

Directions: Add the address of the camp site. If you need to additional directions, please do so.

Before you submit your registration, make sure everything is filled out and that all information is accurate. If anything is missing, you will see a warning at the top of the screen in yellow indicating what is missing.

Directions*

1230 MAIN STREET RALEIGH, NC 27699

Operators of sites that are violation-free for two consecutive years are eligible to perform their own inspection in the third year. Since this is an existing site, it may be eligible. If you request to self-inspect and are found to be eligible, the required inspection forms will be sent to you through e-mail.

I would like to self-inspect this site (Self Inspection Request Button temporarily disabled, but if you think you're eligible and would like to request a self-inspection, please call the office AFTER you've submitted this registration form)

Submit

Confirmation Page

Once you submit your registration form, it will take you to the NCDOL Registration Confirmation Page. You will also receive an email from our system letting you know you have successfully registered with the North Carolina Department of Labor.

NCDOL Registration Confirmation Page

This page appears to the end-user when the form is submitted successfully. The content of this page can be customized to add more targeted messages, logos, etc.

[Upload Supporting Documents](#)

[Submit New Registration](#)