



NCDOL

NC DEPARTMENT OF LABOR
LUKE FARLEY, COMMISSIONER

Migrant Housing Notification Form Instruction For New Grower/New Sites

Please use Capital letters except for the email address. You don't need to enter anything on Grower/FLC ID or Pin. Fill out the Grower/FLC information, First Name, Last Name, Phone Number and email address. If you have a secondary Grower/FLC please add the following information: First Name, Last Name, Phone Number and email address.

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	Submission Method *
<input type="text"/>	<input type="text"/>	Internet <input type="button" value="v"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company/ Business Information

Please add your company name, company phone number and email address, add your physical address and company address, if your company address is the same as physical address, please click on mailing address same as physical address. Remember to use capital letters, except for the email address.

Company/Business Information (Required)

Company Name *	Company Phone *	Company Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Email 2		
<input type="text"/>		

Company/Business Physical Address (Required)

Street/Road Address *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company/Business Mailing Address

Mailing Address same as Physical Address

Company Mailing Address *	City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

To add a site(s) information, please click the add button on your right-hand side.

Site Information

Enter the information on each site to be included on this registration.

Existing sites from last year's registrations are listed below. Scroll down to see these sites, they'll already have address, description and some other information populated.

Do NOT add, as a new site, a site that already exists just because you don't know the Site ID and PIN. Call (919) 707-7820 to obtain Site ID and PIN for any site that has been inspected in the past.

To add an existing site not listed enter the Site ID and Site PIN and click "Find Site".

To add a new site that hasn't been inspected in the past, click the Add button. When entering the information for this new site (address, apt#, city, zip, county, description,) once you've typed anything into one of those fields, then left the field (either with a mouse click or the tab button,) you'll not be able to go back and edit that field. If you need to do so, click the Remove button off to the right, then go back up and click Add again to correctly enter the site information prior to submitting the form.

To remove a site from this registration form, click the Remove button to the right of the site information.

Existing Site:

Site ID

Site PIN

Find Site

At least one site is required to register. *

Sites

Add

Site(s) Information

- Add arrival date, departure date and number of workers.
- Then click on the water type dropdown: select city or well
- Then click on the 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

Year Arrival Date* Departure Date* Number of Workers*

Housing Description*

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Person In Charge (If Different than Grower/FLC Above)		
First Name	Last Name	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

* 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 add 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 *

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](#)