



Commonwealth of the Northern Mariana Islands
Office of the Attorney General

2nd Floor Hon. Juan A. Sablan Memorial Bldg.
Caller Box 10007, Capitol Hill
Saipan, MP 96950

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Attorney General

LILLIAN A. TENORIO
Deputy Attorney General

MEMORANDUM

OAGMEMO: 2018-12

DATE: July 10, 2018
TO: All Employers in the Commonwealth of the Northern Mariana Islands
FROM: Attorney General
SUBJECT: Establishment of the State Directory of New Hires

On June 14, 2018, Governor Ralph DLG. Torres signed into law a bill which establishes the State Directory of New Hires, P.L. 20-60. Effective immediately, ALL employers are required to report to the Office of the Attorney General, Child Support Enforcement Office, whenever an employer hires or re-hires an employee within 20 calendar days, regardless of whether said hired or re-hired employee has a child support case.

In addition, all employers have 90 days from June 14, 2018, to submit an initial list of all its current employees.

The information that is required to be reported are as follows:

1. Employee's name;
2. Employee's address;
3. Employee's SSN;
4. Employee's date of birth (when available);
5. The date of hire or re-hire;
6. Employer's name;
7. Employer's address;
8. Employer's Federal Employer Identification Number (EIN).

Under the new law, all employers are also required to report no later than the 10th day of each month, when an employee has resigned, been terminated, furloughed, or otherwise is no longer employed by the employer or ceased earning an income for more than two weeks.

The penalty for non-reporting is \$25 for each intentionally unreported employee and \$500 for each intentionally unreported employee if employer and employee conspired not to report.

Civil Division
Telephone: (670) 237-7500
Facsimile: (670) 664-2349

Criminal Division
Telephone: (670) 237-7600
Facsimile: (670) 234-7016

Attorney General's Investigation Division
Telephone: (670) 237-7627
Facsimile: (670) 234-7016

Victim Witness Advocacy Unit
Telephone: (670) 237-7602
Facsimile: (670) 664-2349

Employers may report new hires and re-hires by delivering said information through any of the following methods:

In person: Second Floor, Hon. Juan A. Sablan Memorial Bldg. Capitol Hill

Mail: Office of the Attorney General, Caller Box 10007, Saipan, MP 96950

Email: new_hire@cnmioag.org

Fax: (670) 664-2349

For your convenience, you may use the attached form to report.

If you have any questions, please do not hesitate to contact the Child Support Enforcement Office at 237-7500 or email us at new_hire@cnmioag.org, or visit our website at www.cnmioag.org.

Thank you for your cooperation.

/S/ EDWARD MANIBUSAN