



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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NEW HIRE REPORTING METHODS AND INSTRUCTIONS

Effective June 14, 2018, CNMI employers are required to report certain information about employees who have been newly hired, rehired, or have returned to work. Use one of the following methods to report newly hired employees to the Child Support Enforcement Office (CSEO). A “new hire” is an employee who has never worked for you before and a “rehire” is an employee who previously worked for you. The “date of hire” is the date on which the employee first performed services for pay or the date on which the former employee returned to perform services for pay.

Employers must either (1) complete the attached form, (2) submit a copy of the employee’s IRS W-4 or W-9 form with the employee’s date of birth and date of hire filled out on this form.

EMAIL REPORTING

Email reports to new_hire@cnmioag.org.

FAX REPORTING

Fax reports to (670) 664-2349.

MAIL REPORTING

Mail reports to the following address:

New Hire Reporting
Office of the Attorney General
Child Support Enforcement Office
Caller Box 10007
Saipan, MP 96950

HAND DELIVERY

Hand deliver reports to:

New Hire Reporting
Office of the Attorney General
Child Support Enforcement Office
Second Floor, Hon. Juan A. Sablan Memorial Bldg.
Capitol Hill, Saipan

Reports must be submitted within 20 days of date of hire or rehire. Failure to report could result in a fine.

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