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## OVERVIEW

**Employers must register a domestic worker with the Employment Standards Branch within 30 days of hiring them.** Domestic workers provide services like child care, cooking and cleaning in a private home. Live-in home support workers, night attendants, residential care workers and sitters don't count as domestic workers.

## BEFORE YOU START

An employer can hire a domestic worker directly or through a [licensed employment agency](#). If you're hiring a foreign worker, you need to [follow federal requirements](#) and also register to [hire a temporary foreign worker in B.C.](#)

Before work begins, the employer and domestic worker must sign an employment contract. The contract must include the domestic worker's work duties, hours of work, wage and payment schedule and charges for room and board, if allowed. You don't need to give a copy of this contract to the Employment Standards Branch.

Need help filling out this form? Call us toll-free at [1-833-236-3700](tel:1-833-236-3700). Someone can help you in over 140 languages.

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## WHAT YOU'LL NEED

To register a domestic worker with the Employment Standards Branch, you'll need to tell us the following information:

### Part 1: Application Details

- Information telling us if you used representatives and foreign worker programs

### Part 2: About the employers

- The name, address, email address and phone number for anyone who supervises, directs work or pays the domestic worker

### Part 3: If you're completing this on behalf of the employer

- Your name, phone number and email address
- How you know them

### Part 4: If you have help from a representative to hire the worker

- The name, phone number and email address of the person who helped you
- If this person works for an agency, recruitment firm or other business, you'll also need:
- The legal business or organization name of their employer

### Part 5: About the domestic worker

- The name, address and phone number of each domestic worker (up to 3)
- If the domestic worker does not have a phone number, the employer's home phone can be used

### Part 6: Work locations

- The address of each work location

## SUBMIT YOUR APPLICATION

**For fast processing, we recommend submitting an online application** found at:

[services.labour.gov.bc.ca/HiringDomesticWorkers](https://services.labour.gov.bc.ca/HiringDomesticWorkers)

You will receive an automatic email that confirms your registration.

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You can also submit this application package by:

Mail: PO Box 9570  
Stn Prov Govt  
Victoria, BC V8W 9K1

Toll-free fax: 1-855-490-0476

Email: [EmploymentStandards@gov.bc.ca](mailto:EmploymentStandards@gov.bc.ca)

**PART 1 – APPLICATION DETAILS**

Are you completing this form on behalf of the employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Skip Part 3)
Did anyone help hire or recruit the domestic worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Skip Part 4)
Was a foreign worker program used to hire the domestic worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>COMPLETE THE FOLLOWING SECTION IF YOU ANSWERED “YES” ABOVE</b>		
WHICH FOREIGN WORKER PROGRAM?		

## PART 2 – ABOUT THE EMPLOYERS

You must provide information about the domestic worker's employer(s). **An employer is anyone who supervises, directs or pays the domestic worker.** If you have additional employers, please fill out the additional employer information. If you have more than two employers, duplicate this page or attach a document with the same form fields.

<b>A – EMPLOYER ONE</b>		
FIRST NAME	MIDDLE NAME <i>(if applicable)</i>	LAST NAME
OTHER KNOWN OR USED NAMES <i>(optional)</i>		
EMAIL ADDRESS		TELEPHONE NUMBER
<b>B – MAILING ADDRESS</b>		
STREET ADDRESS		
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)		CITY
PROVINCE/STATE/REGION <i>(if applicable)</i>	POSTAL/ZIP CODE <i>(if applicable)</i>	COUNTRY

<b>A – EMPLOYER TWO</b> <input type="checkbox"/> not applicable		
FIRST NAME	MIDDLE NAME <i>(if applicable)</i>	LAST NAME
OTHER KNOWN OR USED NAMES <i>(optional)</i>		
EMAIL ADDRESS		TELEPHONE NUMBER
<b>B – MAILING ADDRESS</b> <input type="checkbox"/> Same address as employer one		
STREET ADDRESS		
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)		CITY
PROVINCE/STATE/REGION <i>(if applicable)</i>	POSTAL/ZIP CODE <i>(if applicable)</i>	COUNTRY

### PART 3 – ABOUT YOU

Fill out this part if you are completing this application on behalf of the employer.

FIRST NAME	LAST NAME	
EMAIL ADDRESS		TELEPHONE NUMBER
HOW DO YOU KNOW THE EMPLOYER?		

### PART 4 – WHO HELPED HIRE OR RECRUIT THE DOMESTIC WORKER?

Fill out this part if you had a representative help hire or recruit the domestic worker.

FIRST NAME	LAST NAME	
EMAIL ADDRESS		TELEPHONE NUMBER
Does this person work for an agency, recruitment firm or other business?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>COMPLETE THE FOLLOWING SECTION IF YOU ANSWERED "YES" ABOVE</b>		
LEGAL BUSINESS OR ORGANIZATION NAME	OPERATING NAME	

## PART 5 – ABOUT THE DOMESTIC WORKER(S)

If you need to register additional domestic workers, duplicate this page or attach a document with the same form fields.

**You must provide a phone number where the domestic worker can be contacted.** If the domestic worker does not have a phone number, the employer's home phone can be used

<b>A – DOMESTIC WORKER INFORMATION</b>		
FIRST NAME	MIDDLE NAME <i>(if applicable)</i>	LAST NAME
OTHER KNOWN OR USED NAMES <i>(optional)</i>		
EMAIL ADDRESS <i>(optional)</i>		TELEPHONE NUMBER
<b>B – MAILING ADDRESS</b>		
WHERE DOES THE DOMESTIC WORKER LIVE? <input type="checkbox"/> The employer's private residence <input type="checkbox"/> Other accommodation provided by the employer <input type="checkbox"/> Somewhere else		
STREET ADDRESS		
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)		CITY
PROVINCE/STATE/REGION <i>(if applicable)</i>	POSTAL/ZIP CODE <i>(if applicable)</i>	COUNTRY

## PART 6 – WORK LOCATION(S) IN B.C.

Complete this part if you have multiple business locations in British Columbia. If you require additional locations, duplicate this page or attach a document with the same form fields.

LOCATION	
STREET ADDRESS	
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)	
CITY	POSTAL CODE

LOCATION	
STREET ADDRESS	
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)	
CITY	POSTAL CODE

LOCATION	
STREET ADDRESS	
ADDRESS LINE 2 (APARTMENT, SUITE, UNIT, ETC.)	
CITY	POSTAL CODE