

# GENERAL GUIDELINES ON THE DIGITAL EMPLOYMENT CARD



## What is the Carteira de Trabalho Digital (Digital Employment Card) app?

The Digital Employment Card is an app for smartphones and computers that works like the old physical Work and Social Security Card (CTPS), and has been available since 2019. Using this app, Brazilian, migrant or refugee workers no longer need the old CTPS to be hired, as all relevant employment records and notes are now added online through the eSocial platform. With the Digital Employment Card, you can track notes and activities on your smartphone, computer or tablet.

## Who is eligible for the Digital Employment Card?

All Brazilian, migrant and refugee workers with an Individual Taxpayer Registry (CPF) now have access to the Digital Employment Card. If a worker does not have a CPF, they must request it from the Federal Revenue Service of Brazil at the address: <https://www.gov.br/pt-br/servicos/inscrever-no-cpf>.

## How can I access the notes on my Digital Employment Card?

To access all the information available on your phone, go to the Google Play Store/App Store on your smartphone (Android or IOS), search for "Carteira de Trabalho Digital" and download the app. This includes step-by-step instructions on how to access the digital wallet: [gov.br/pt-br/temas/carteira-de-trabalho-digital](http://gov.br/pt-br/temas/carteira-de-trabalho-digital)

## Do I have to pay to get the Digital Employment Card?

There are no costs associated with setting up the Digital Employment Card.

## Can an employer require the old CTPS to hire a worker?

No. All notes that were previously made in the blue booklet of the old CTPS are now made online through the eSocial platform. Employers are no longer allowed to list it as a requirement, and continuing to demand it could be considered harassment or discrimination. Only employees of public authorities and international organizations should use the old physical Work and Social Security Card (CTPS).

## What is my Digital Employment Card number?

It's the same as your CPF number. Now, your CPF number will be used as a reference when you are hired, apply for unemployment insurance or receive the Salary Allowance benefit.

## With the new Digital Employment Card, can I get rid of my old CTPS?

No. You must keep the physical CTPS because it still serves as a way to prove your employment history.

## I lost my old CTPS. Can I apply for the Digital Employment Card through the app?

Yes. Simply download the "Carteira de Trabalho Digital" app or go to [gov.br/pt-br/servicos/obter-a-carteira-de-trabalho](http://gov.br/pt-br/servicos/obter-a-carteira-de-trabalho), click on the green "Iniciar" button and follow the instructions. You need to be registered on the gov.br platform, which provides access to a range of services from the Federal Government.

## After requesting the Digital Employment Card through the app, do I need to go to a government agency?

No. The whole process is done online, without the need to go to an in-person government agency.



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