

GENERAL GUIDELINES OF THE DIGITAL WORK PERMIT

▶ What is the Digital Work Permit?

The Digital Work Permit (Digital CTPS) is a mobile and computer application equivalent to the old printed Work Permit and Social Security (CTPS), and it has been in operation since the publication of Ordinance No. 1,065 of 23/09/2019, which regulates Law No. 13,874 / 2019. Since then, national or foreign workers no longer need the blue booklet to be hired, since all notes are made online by the employer on eSocial. With the Digital Work Permit you can access it through your smart phone, computer or tablet.

▶ Who is entitled to the Digital Work Permit?

All Brazilian and foreign employees that hold a CPF (Individual Taxpayer Registration) number already have a pre-issued Digital Work Permit.

▶ What is necessary for the issuance of the Digital CTPS for foreign employees in Brazil?

Your Digital Work Permit is already pre-issued if you are registered in the CPF (Individual Taxpayer Registry).

▶ How do I access the Digital Work Permit (Digital CTPS)?

To have all the information available on your phone go to the app store of your smartphone (Android or IOS) search for “Carteira de Trabalho Digital” (Digital Work Permit) and download the app. Step by step to access you Digital Work Permit:

<https://www.gov.br/pt-br/servicos/solicitar-o-seguro-desemprego>

▶ Is it necessary to pay to obtain the Digital Work Permit?

No, you do not have any cost to use the Digital Work Permit.

▶ Can the paper Work Permit still be used to register the employee's record?

No, it can't. All notes that were made in the blue paper Work Permit are now reported by your employer directly on eSocial. The employer must not require the paper version of the Work Permit to hire the employee at the risk of committing abuse or discrimination.

Only workers hired by public agencies and international organizations should use the paper version of the Work Permit.

► **What is my Digital Work Permit number?**

It is the same as your CPF (Individual Taxpayer Registry) number. Being hired, applying for Unemployment Insurance and receiving Salary Bonus are all done through the CPF.

► **Since I will no longer need the paper Work Permit can I throw it away?**

No, you can't. For safety reasons you should keep your paper Work Permit as it remains a means of verifying your employment history, even if the Digital Work Permit system is updated frequently so that all information from old contracts also appear in the Digital Work Permit.

► **I've lost my paper version Work Permit. Can I order a Digital Work Permit through the app?**

Yes, you can. Simply download the Digital Work Permit app or access it at: <https://www.gov.br/pt-br/servicos/obter-a-carteira-de-trabalho>, click on "obter"

(obtain) and then "solicitar" (request), carry out the identification and authentication on the Federal Government platform, which should only be carried out by the interested party.

► **Do I need to go to a service point after requesting the Work Permit through the app?**

No, you don't. It's all done online you don't need to go anywhere.

► **Do the changes in the law that occurred after the pandemic allow the employee to be hired without having a Digital Work Permit?**

No, they don't. The provisional measures and laws issued since the beginning of the Coronavirus crisis did not change the system of information needed by the eSocial with regard to the registration of the Digital Work Permit by the employer, which must occur as explained above.