

March 26, 2020

To: Members of the Law Society of Newfoundland and Labrador

Re: Adjustments to Requesting Legal Clearance from WorkplaceNL

WorkplaceNL is using social distancing measures to help proactively slow the spread of COVID-19. We are operating with reduced staff to focus on core services.

WorkplaceNL is committed to continued responses to legal clearance requests.

Business legal clearance requests

To request clearance on a business, use our **connect** online services.

If you do not have a **connect** account, go to connect.workplacnl.ca and click "Register for online services". If you need help registering, call 709.778.1140.

Director legal clearance requests

Email the [Legal Clearance Request form](#) (found under forms at workplacnl.ca) to clearance@workplacnl.ca.

Requests for director clearance are not yet available online via **connect**.

In some situations, we may send the response to your clearance request via email from clearance@workplacnl.ca instead of the letters you were accustomed to receiving in the past. These emails are an official WorkplaceNL document. This process remains in effect until further notice.

We are available 8:30 a.m. to 4:30 p.m., Monday through Friday. Please be patient, our response times may be slower while we adjust to working with fewer staff and working from home during the COVID-19 pandemic.

If you have questions about requesting clearance, please call 709.778.1198.