

## \* Did you know...?



• In its short existence - about a century -, the Work and Social Security Registry has already had three names. Its first edition, instituted by decrees signed between 1904 and 1906, was called Carteira de Trabalhador Agrícola (Agricultural Worker Registry); the second, created by President Getúlio Vargas in 1932, was called Carteira Profissional (Professional Registry); and the third - the current one -, created by Decree-Law N. 926, October 10, 1969, is called Carteira de Trabalho e Previdência Social (Work and Social Security Registry) – CTPS.

• The Consolidação das Leis do Trabalho (Consolidation of the Labour Laws) – CLT, promulgated by President Vargas through Decree-Law N. 5.452, of May 1st, 1943, created not only the Work and Social Security Registry but also the weekly rest, the regulation of minors and women work and of the nocturnal work, the 8 hour workday and Social Security.

• As of July, 1994, all companies who have sent Social Welfare Officials the Social Information Annual Report and the employees' data concerning Fundo de Garantia por Tempo de Serviço (Guarantee Fund for Time of Service) – FGTS, is enabled to know the contribution time of any citizen consulting Cadastro Nacional de Informações Sociais (National Social Information Registry, in the site of the Ministry of Social welfare: <http://www.mpas.gov.br>.

## 4 Where should i register it?

### DOCUMENT REGISTRY CENTRAL OFFICE

Rua do Carmo, 57 / Térreo (groundfloor)  
Centro (Downtown) - Rio de Janeiro / RJ  
Telephone number: (21) 3852-6641  
Site: [www.cerd-rj.com.br](http://www.cerd-rj.com.br)

### ANY DOUBT? CONTACT US!

#### 5th Titles and Documents Registry Office

Officer: Durval Hale  
e-mail: [5rtdrj@mundivox.com.br](mailto:5rtdrj@mundivox.com.br)  
Telephone: (21) 2507-5197

#### 6th Titles and Documents Registry Office

Officer: Sônia Maria Andrade dos Santos  
E-mail: [oficiala@6rtd-rj.com.br](mailto:oficiala@6rtd-rj.com.br)  
Telephone number: (21) 2233-7878

## Register your ::: DOCUMENTS



## DECLARATION OF OWNERSHIP THROUGH ADVERSE POSSESSION



### SUPPORT:



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## ① What does it consist of?

Carteira de Trabalho e Previdência Social (Work and Social Security Registry) – or CTPS – is the most important document of all natural persons who render any kind of service in industry, commerce, agriculture, cattle raising or even in a household. Valid as identity attestation all over the domestic territory, it legalizes the employment bond, what grants it the honorable status of one and only continuous registry of the citizens' professional trajectory.

This document warrants the worker's civil rights: thirteenth salary, vacations, remunerated rest, safe unemployment, retirement, maternity or paternity aid, social security and collection of the Fundo de Garantia por Tempo de Serviço (Guarantee Fund for Time of Service) - FGTS.

The present version of CTPS is produced through a system that hinders emission duplicity and builds a data base with the following information about the worker: address; Cadastro de Pessoa Física (Natural Persons Civil Registry) - CPF, Título de Eleitor (Voter Identity Card), Programa de Inclusão Social (Social Inclusion Program) – PIS and National Driving License registry numbers; photograph; fingerprints; and digital signature.

Companies who respect the working laws always keep all the information contained in the CTPS up-to-date. In turn, the worker must preserve it, for it constitutes the guarantee that his rights will be respected at any time.

## ② Why should it be registered?

Because if the CTPS is lost, the citizen will go into much trouble to legally attest his time of contribution to Instituto Nacional de Seguridade Social (National Institute of Social Security) - INSS. He will have to visit each company he has worked with, and take along from 3 to 7 witnesses, as he claims administrative justification in an INSS agency. But if the CTPS has been registered in a Titles and Documents Registry Office, the citizen will have an official certificate, with the same validity of the original document, within 24 hours.

## ③ How can i register it?



### 1st STEP:

Take your CTPS to the Central de Registro de Documentos (Document Registration Central) – CERD to register it;



### 2nd STEP:

Determine which pages are to be registered and the number of copies you want to make, one of which will be filed at the Office;



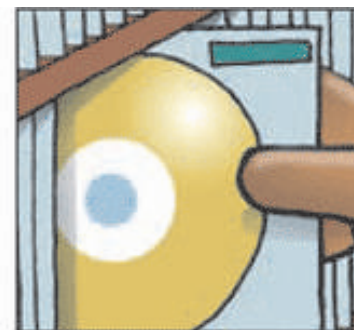
### 3rd STEP:

Take the original document and the copies to CERD's Attendance Sector;



### 4th STEP:

Pay for the registration according to the table of fees established by Directorate-General of Justice of the State of Rio De Janeiro;



### 5th STEP:

The document is sent to one of the six Registry Offices, where it will be stamped, sealed, signed and filed in microfilm and/or DVD;



### 6th STEP:

Pick up your CTPS, duly registered, in up to 24 hours, at CERD's Devolution Sector.