

# CARTE BTP

D'IDENTIFICATION  
PROFESSIONNELLE



## MANAGING CARTE BTP FOR TEMPORARY SECONDED EMPLOYEES

[en]

THIS DOCUMENT IS RELEVANT FOR:

### COMPANIES ESTABLISHED IN FRANCE

that hire employees involved  
in construction or public  
works projects, or that use  
temporary seconded workers

### TEMPORARY EMPLOYMENT AGENCIES ESTABLISHED IN FRANCE

that hire temporary  
employees involved in  
construction or public works  
projects

### COMPANIES ESTABLISHED OUTSIDE FRANCE

that hire employees that  
have been seconded to  
France for construction or  
public works projects

### TEMPORARY EMPLOYMENT AGENCIES ESTABLISHED OUTSIDE FRANCE

that hire temporary  
employees that have been  
seconded to France for  
construction or public works  
projects

## Managing Carte BTP for temporary seconded employees – A step-by-step overview

### Step 1 SIPSI

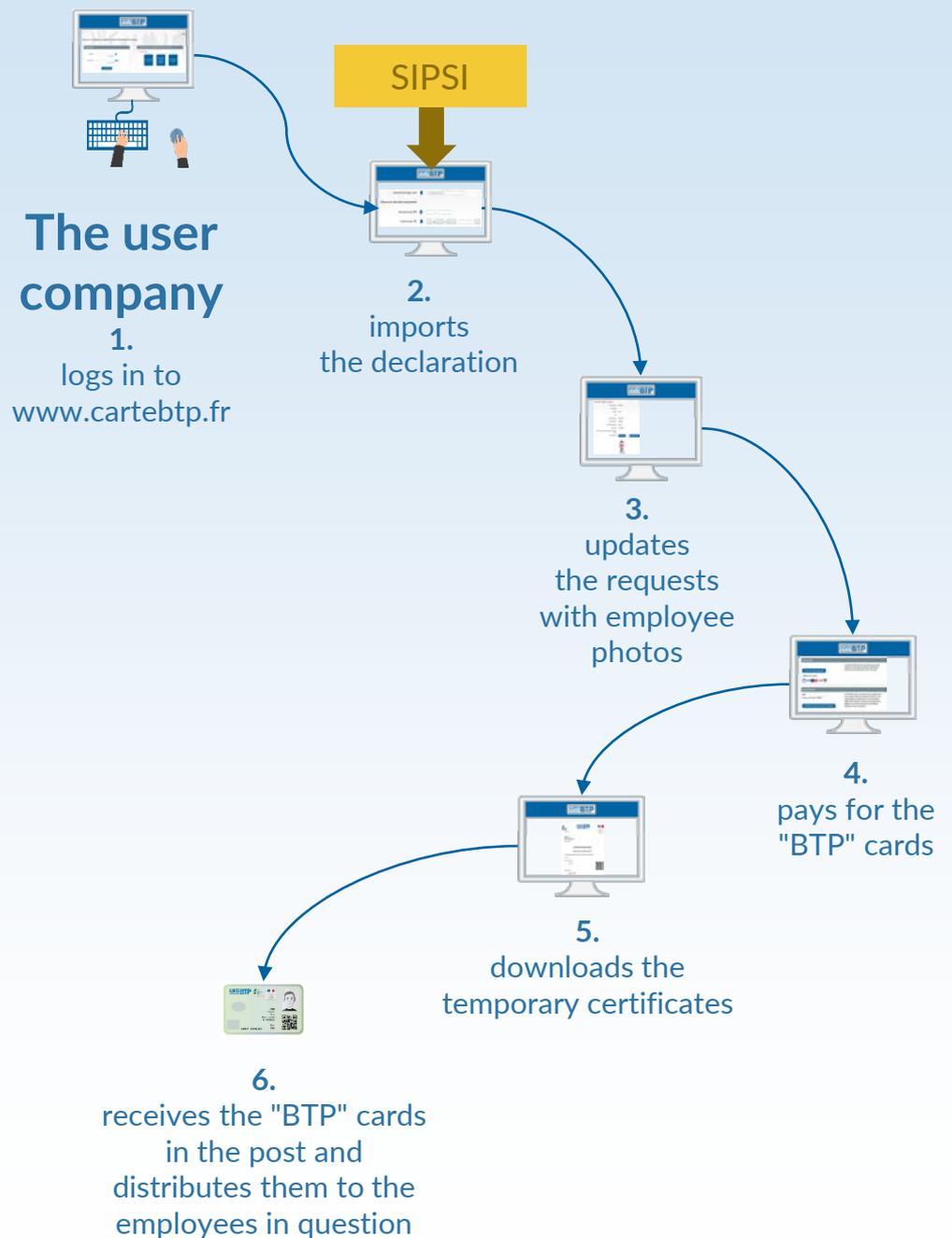
[www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)



**The company established abroad**  
inputs the secondment declaration

### Step 2 CARTE BTP

[www.cartebtp.fr](http://www.cartebtp.fr)



You are a company established abroad and are planning to post temporary workers on secondment to a French company.

## Step 1 SIPSI

www.sipsi.travail.gouv.fr

**Company established abroad:** You must declare the secondment services that you will be providing as well as your temporary seconded workers.

Go to [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr) – the French Ministry of Labour's website – and declare and update your temporary workers' secondment postings.



For temporary employees posted on secondment to French territory, it is the responsibility of the **French user company** that will be using these workers to submit the requests for the Cartes BTP.

In this case, the foreign company that is posting temporary workers on secondment must provide to the French user company all of the information that it needs in order to import into their Cartes BTP card account the secondment declaration as well as a list of all employees for whom a Carte BTP is mandatory.

**You therefore need to provide the user company with the following information:**

- The reference corresponding to the secondment declaration
- The email address of the foreign company or its representative in France, as it was input on the SIPSI online system

You are a company established in France that uses temporary workers seconded from a company established abroad.

## Step 2 CARTE BTP www.cartetbp.fr

**User company:** You must import the secondment declarations corresponding to the temporary workers that have been posted on secondment to your company.



1. Go to the website  
www.cartetbp.fr.

2. Log in to your Cartetbp.fr account and import the secondment declaration.

The

**GESTION DES DÉCLARATIONS  
DE DÉTACHEMENT**  
[Manage secondment declarations]

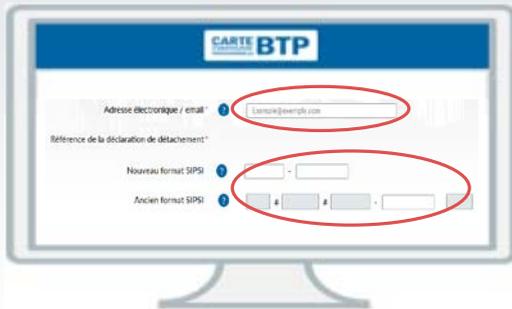
tab of your *dashboard* will display a list of all previously imported declarations.

Click

**IMPORT DPD SIPSI (DETACHES)**  
[Import prior SIPSI declarations  
(seconded workers)]



You are a company established in France that uses temporary workers seconded from a company established abroad.



Enter the email address of the foreign company or its representative in France along with the reference corresponding to the SPSI secondment declaration that you want to import.

To help you verify that it is the correct secondment declaration, the first four employees on the declaration will be displayed.



When you click

**IMPORTER**  
[Import]

all of the employees included on this secondment declaration will be imported and the cards can be updated by adding the relevant employee photo for each card. You can then order and pay for the cards.

You are a company established in France that uses temporary workers seconded from a company established abroad.

### 3. Update the requests by adding the relevant employee photos

The

**DEMANDE DE CARTES**  
[Card requests]

tab of your *dashboard* will display a list of all card requests that must be updated by adding an employee photo before proceeding to payment.

Upload the corresponding employee photo for each Carte BTP, then move on to the order step.



### 4. Proceed to pay for the cards you have ordered

### 5. Download the temporary certificate and payment receipt

Payment can be made as follows:

- By bankcard
- By bank transfer

The temporary certificate will be available immediately in cases where you pay by bankcard or once receipt of your payment by bank transfer has been verified.

### 6. Receive the cards in the post and distribute them to the temporary seconded workers in question



In July 2019, changes were made to the secondment declaration.  
The impact of these changes for Cartes BTP is as follows:

Foreign temporary work agencies submit secondment declarations online via [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr). Once they have submitted the initial declaration, they can make updates such as the following:

- Add new temporary seconded employees to their declaration
- Add new service sites
- Terminate the secondment of certain temporary seconded employees
- Cancel the secondment declaration



For all secondment declarations previously imported by the user company, any updates made by the foreign temporary agency on the SPSI website will be automatically imported and taken into account on the [www.cartebtp.fr](http://www.cartebtp.fr) website the following day.

If a new temporary seconded worker was added to the declaration, the user company's dashboard will display the new Carte BTP request, which must be updated to include the employee's photo.

Action to be taken by the user company:

Move to the order step and then proceed to payment.

If a new service site was added to the declaration, all card requests that relate to the declaration and that must be updated by adding photos, and all Cartes BTP requests for which payment has been received are automatically updated.

No action to be taken

If a seconded employee ceases working on secondment and payment for a Carte BTP has already been received, the card will be cancelled automatically.

No action to be taken

If the secondment declaration was cancelled on the SPSI website, all Cartes BTP for which payment has been received will be cancelled.

No action to be taken



The user company can also update the Cartes BTP without having to wait for the next day by using the new version of the secondment declaration that was approved during that day.

1. Go to the website [www.cartebtp.fr](http://www.cartebtp.fr)
2. From your dashboard, select the secondment declaration(s) that you want to update.
3. Click

METTRE A JOUR LES DPD SELECTIONNEES A PARTIR DE LA DERNIERE VERSION SAISIE DANS SPSI  
[Update selected prior declarations based on latest version input on SPSI]



## FAQ

### **Who is responsible for submitting Carte BTP requests?**

If the secondment concerns one or more employees of a foreign company, it is the responsibility of the foreign company to submit card requests on the [www.cartetbp.fr](http://www.cartetbp.fr) website. If the secondment concerns one or more *temporary* employees of a foreign company, it is the *user company* that must submit the card request on the [www.cartetbp.fr](http://www.cartetbp.fr) website.

### **If the end date of the secondment service is extended, do I need to order a new Carte BTP?**

No, the validity period of the card will be automatically extended up to the end date of the secondment service that was input on the SIPSI website. You therefore simply need to update the prior secondment declaration on the SIPSI website..

### **If the employee secondment concerns several service sites, am I required to request a Carte BTP for each site that was input on the SIPSI website?**

No, the card will be valid for all service sites input on the prior declaration via the SIPSI website. Each card is valid for one employee and one secondment declaration. If the employee is included on multiple secondment declarations, they must have one card for each secondment declaration.

### **What do I need to do to have my Cartes BTP sent to my company address abroad?**

The cards are not sent to addresses abroad. They are posted to the delivery address that is input when submitting your order. This address must be an address in France.

### **On the secondment service declaration input on the SIPSI website, my seconded employee will only be working for a few days of the secondment period. Should I request one Carte BTP for this employee for the duration of the secondment period? Or a separate Carte BTP for each work period?**

Only one card is required as it is valid for the full duration of the service period.

### **My seconded employee will only be working for one day of the secondment period, do I still need to request a Carte BTP for this employee?**

Yes. Even if they only work for one day, the seconded employee must have a Carte BTP with them.

### **What are the consequences if my employee falls ill or takes annual leave during the secondment period?**

There are no consequences. If, during the secondment service period, your employee falls ill or takes annual leave, their card will remain valid for the duration of the secondment service period.

### **My company is located along the border. Can I request a Carte BTP with a validity period of one year, instead of requesting a new Carte BTP for each new secondment?**

No, this is not possible. The card is valid for one secondment declaration only. Once the secondment service has ended, the card will be cancelled automatically.

### **Is it mandatory to have a Carte BTP?**

Companies subject to Article R.8291-1 of the French Labour Code are required to request a Carte BTP for each relevant employee, where this includes temporary workers, seconded employees and temporary seconded workers.

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For any additional information, please visit

[www.cartebp.fr](http://www.cartebp.fr)