



STATE OF MISSOURI
 DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
 P.O. BOX 449, JEFFERSON CITY, MISSOURI 65102
CERTIFICATE TO EMPLOY A CHILD 14 OR 15 YEARS OF AGE
FOR NONSCHOOL HOURS (7:00 a.m.to 7:00 p.m.DURING SCHOOL TERM – LABOR DAY TO JUNE 1)

SECTION A: EMPLOYEE INFORMATION (STUDENT)

EMPLOYEE NAME		PARENT/GUARDIAN NAME	
HOME ADDRESS		HOME ADDRESS	
DATE OF BIRTH			EMPLOYEE AGE
SCHOOL ATTENDED BY STUDENT			CITY
EMPLOYEE SIGNATURE	PARENT/GUARDIAN SIGNATURE		DATE

SECTION B: EMPLOYER INFORMATION (INTENTION TO EMPLOY)

EMPLOYER NAME						
BUSINESS ADDRESS					BUSINESS TYPE	
TYPE OF JOB OFFERED (PLEASE INCLUDE BASIC DUTIES)						
DAYS OF WEEK (PLEASE CIRCLE)						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS OF EMPLOYMENT PER WEEK						
EMPLOYER OR AUTHORIZED AGENT SIGNATURE				DATE		

SECTION C: SCHOOL DISTRICT APPROVAL

NAME OF SCHOOL DISTRICT		<input type="checkbox"/> PROOF OF CHILD'S AGE (LIST) _____ <input type="checkbox"/> CERTIFICATE OF GRADES REVIEWED	
NAME OF ISSUING OFFICE		TITLE	
ADDRESS		TELEPHONE NUMBER	
AUTHORIZING SIGNATURE		DATE	

INSTRUCTIONS

A child 14 or 15 years of age must obtain a work certificate and submit it to the Missouri Department of Labor and Industrial Relations, Division of Labor Standards. Regardless of where the child attends school (public school, private school or home school), the work certificate must be obtained from the superintendent or authorized designee of the public school district where the child resides. Instructions for completing the certificate are outlined below.

Step 1: Complete Section A of the form, including the signature of the child's parent or guardian.

Step 2: Take the form to the employer for completion of Section B.

Note: Federal child labor law, while similar to the Missouri child labor laws, contains differing restrictions. Employers should contact the U.S. Department of Labor regarding compliance with federal child labor law.

Step 3: After Section A and B are completed, take the form to the superintendent or authorized designee of the public school for completion of Section C. Along with the completed form, the following information may be required:

- The school district may require that the parent or guardian accompany the child when applying for a certificate. Check with the local school district for its policy.
- Proof of the child's age (birth certificate or other evidence).
- A certificate from the principal of the school where the child attends giving the child's grades.
- The school district may require a physician's certificate to verify that the child is capable of performing labor without injury to the child's health and mental development. Check with local school district officials to see if a physician's certificate is required.

Step 4: After all three sections of the form have been completed, the original must be provided to the child's employer. The superintendent must retain a copy, and a copy must be mailed to:

**Department of Labor and Industrial Relations
Division of Labor Standards
PO Box 449
Jefferson City, MO 65102
Fax: 573-751-3721**

For more information on Missouri's child labor laws contact the
Division of Labor Standards at: 573-751-3403
E-mail: laborstandards@dolir.mo.gov Web site: www.dolir.mo.gov/lr
Relay Missouri 1-800-735-2966 (TDD) 1-800-735-2466 (Voice)