EMPLOYMENT AND AGE CERTIFICATE - MINORS

NORTH DAKOTA DEPARTMENT OF LABOR
SFN 4598 (9-2011)

For Labor Department Use Only
Number

TO BE COMPLETED BY MINOR: Please print or type.

Name of Minor	Email Address		
Mailing Address of Minor	City	State	Zip Code
Telephone Number	Age	Date of Birth	
Name of School Minor Attends	City	State	Zip Code

Signature of Minor _____ Date Signed _____

TO BE COMPLETED BY EMPLOYER: Please print or type.

Name of Employer		Name/Title of Employer Contact		
Mailing Address of Employer		City	State	Zip Code
Telephone Number	Email Address		Type of Industry	
Duties/Occupation of Minor			Rate of Pay	

Type of Evidence of Age Accepted: ☐ School Records ☐ Birth Certificate ☐ Other (Explain) _____

I certify that I have examined, approved, and will maintain evidence of age for this minor.

Signature of Employer _____ Date Signed _____

TO BE COMPLETED BY MINOR'S PARENT OR GUARDIAN: Please print or type.

Name of Parent/Guardian	Relationship to Minor		
Mailing Address of Parent/Guardian	City	State	Zip Code
Telephone Number	Email Address		

I certify that I am the parent or legal guardian of this minor and approve of the employment of this minor.

Signature of Parent/Guardian _____ Date Signed _____

North Dakota youth employment laws apply to teens ages 14 and 15. The laws establish a minimum age of 14 to be employed, restrict the hours that can be worked, prohibit work deemed to be hazardous, and require the completion and filing of an Employment and Age Certificate. In addition, federal youth employment laws further limit the types of work that can be performed by teens 14 and 15, and extend restrictions regarding work in hazardous occupations to teens ages 16 and 17.

A summary of state and federal youth employment laws can be found in the North Dakota Department of Labor's brochure, *Youth Employment in North Dakota*. The full text of North Dakota's youth employment laws can be found in N.D.C.C. ch. 34-07.

REQUIRED DISTRIBUTION: (Please ensure **all blanks above are completed** before distribution)

Under North Dakota Century Code § 34-07-05, the parent or guardian who certifies or rejects the Employment and Age Certificate must file a completed copy within ten days of the certification or rejection with the:

1) **North Dakota Department of Labor** (*original form and one photocopy*)
   600 East Boulevard Avenue, Dept. 406
   Bismarck ND 58505-0340
   (701) 328-2660 or ND toll-free 1-800-582-8032, labor@nd.gov, www.nd.gov/labor,
2) **Minor's employer** (*one photocopy*), and
3) **Principal of the school the minor attends**
   or principal in the municipality in which the minor resides (*one photocopy*).