



**DIVISION OF  
LABOR  
STANDARDS**

3315 West Truman Boulevard, Room 205  
P.O. Box 449  
Jefferson City, MO 65102-0449  
Phone: 573-751-3403  
Fax: 573-751-3721  
www.labor.mo.gov/DLS  
Email: laborstandards@labor.mo.gov

ERIC R. GREITENS  
GOVERNOR  
  
ANNA S. HUI  
DEPARTMENT DIRECTOR  
  
MATT COWELL  
DIVISION DIRECTOR

March 2018

To Whom It May Concern:

As the school, you are receiving this letter in reference to the Missouri Division of Labor Standards Certificate to Employ a Child 14 or 15 Years of Age. The school district is the issuing officer for these certificates. Upon approval, children 14 or 15 years of age are able to work in the State of Missouri.

Attached is our current Certificate to Employ a Child 14 or 15 Years of Age (LS-67 during School term) (LS-68 during Non-School term), along with instructions. Please disperse to all authorized individuals who sign off on these certificates for future use. If in the future Labor Standards receives an old form, you will be contacted requesting that the current form be completed by all parties and submitted to our office.

When completing a Certificate to Employ a Child 14 or 15 Years of Age, the child/student and parent must complete Section A in its entirety. Once the parent has signed off on the form, it is to be taken to the perspective employer for them to complete Section B in its entirety. After Section B is completed, the child/student will need to take the Certificate to the school in which they attend to get approval and the authorized individual will complete Section C in its entirety.

For additional information on Youth Employment go to Chapter 294 RSMo.  
<http://revisor.mo.gov/main/OneChapter.aspx?chapter=294>.

Completed Certificates to Employ a Child can be faxed to (573) 751-3721 or emailed to the address below to save time and money.

If you have any questions, please do not hesitate to contact the Division at (573) 751-3403 or at [laborstandards@labor.mo.gov](mailto:laborstandards@labor.mo.gov).

Sincerely,

Matthew Cowell  
Division Director  
Labor Standards

MC/bk

*Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.  
TDD/TTY: 800-735-2966 Relay Missouri: 711*