NORTH Dakota
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EMPLOYMENT AND AGE CERTIFICATE - MINORS

NORTH DAKOTA DEPARTMENT OF LABOR AND HUMAN RIGHTS
SFN 4598 (7-2020)

For 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	
Do you consent to receiving correspondence exclusively at this email address? ☐ Yes ☐ No			
Duties/Occupation of Minor		Rate of Pay	
Type of Evidence of Age Reviewed: (must include Date of Birth) ☐ 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		
Do you consent to receiving correspondence exclusively at this email address? ☐ Yes ☐ No			
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 and Human Rights' 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 and Human Rights** - labor@nd.gov
   701) 328-2660 or ND toll-free 1-800-582-8032, www.nd.gov/labor,
2) **Minor's employer**, and
3) **Principal of the school the minor attends** or principal in the municipality in which the minor resides.

NOTICE - Anything you submit to us in a paper form will be scanned to an electronic version and the original destroyed.