

GUIDE TO ISSUING CHILD LABOR FORM

Only issuing officers shall have blank child labor forms. **Do not hand out blank forms.** Issuing officers are school superintendents, their school employee designees or Iowa Workforce Development personnel.

When minor requests a street trade/work permit/certificate of age, **issuing officer** shall complete minor's information or minor shall complete and sign form & issuing officer **must** review minor's data for accuracy:

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| a) name, | e) hair color & eye color, |
| b) complete home address, | f) last grade completed, and |
| c) sex, date and place of birth, | g) specific type of evidence of age |
| d) age, height and weight, | accepted (in Issuing Officer's data) |

Acceptable evidence of age includes a 1) certified copy of a birth certificate, 2) certified copy of baptismal record showing date & place of birth and place of minor's baptism, 3) current passport or 4) physician's certification form from physician certifying that after physically examining the minor the physician's determination of minor's age. **Do not use driver's license/permit, social security card, parent statement, I-9 form or visa as proof of age. Do not list "school records," but list the specific record on file/presented to the school.**

The **issuing officer** shall either mail the partially completed form to the employer or send it with the minor. If the minor is under 16 yrs. old, the parent or issuing officer shall complete parent information, and parent must sign the parental information. Parent information is not required for minors aged 16-17.

The **employer** is responsible for completing the employer's name, type of business, complete address, phone number, detailed job title, detailed work duties, and **must** list all machines, tools, equipment & chemicals to be used by the minor and hours to be worked. Duties and equipment, etc. not specifically listed will not be allowed. The employer shall sign the child labor form and return the form to the issuing officer by mail or with the minor.

After the form is returned to the issuing officer, the **issuing officer** shall verify that the form has been completed by the employer, minor and parent (if minor under 16), and that the work, tools and equipment are appropriate for the child's age. If the employer listed work a minor may not perform, prohibited equipment or listed hours of work not permitted, the issuing officer shall refuse to issue that work permit/certificate of age form. The issuing officer may prepare a new child labor form and mail or send it with the child for the employer to complete or correct.

If form is complete and appropriate, then the **issuing officer** shall sign, date, and complete their full address, title and phone number in bottom left-hand box.

Issuing officer will make 3 copies of the original signed form and shall mark the appropriate boxes to designate that they have sent each intended recipient a copy. Original form goes to the employer (by mail or with the minor), a copy to the minor/parent/guardian, and one copy is kept on file by the issuing officer, with copy of the evidence of age presented. One copy must be sent to the Iowa Division of Labor within one (1) week of issuance. (Iowa Code 92.15)

If any questions, contact the Iowa Division of Labor Staff:

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