

INFORMATION REQUIREMENTS FOR SPECIAL ORDERS

Please provide the following information in writing. You may mail it to

Child Labor Division
Attention: Gail Sheridan-Lucht
Division of Labor
1000 East Grand Avenue
Des Moines, IA 50319

or fax to 515-281-7995.

- 1) Name of person requesting
- 2) Company name, address, phone number, fax number
- 3) Minor's name
- 4) Minor's date of birth
- 5) Minor's SS#
- 6) Minor's age
- 7) Work to be performed
- 8) Where work will be performed
- 9) Dates, times and hours work will be performed
- 10) Equipment, list all that will be used
- 11) Reason for request
- 12) Length of job, if known
- 13) Hazards or chemicals minor will be exposed to
- 14) Specify child labor terms exemption is requested for (hours, specific work, hazards), and detail
- 15) Specify conditions/equipment that will protect minor
- 16) All other pertinent information that could have bearing on the request.

This information needs to be provided in writing and on letterhead if the company has letterhead. The letter must be signed by an authorized company representative. The requesting person should provide an address and phone number, fax number if available, and contact person for the employer that additional questions or information requests can be directed to.

Forward this information to the Child Labor Attorney. Upon receipt of complete information and review of the statutes, the information will be forwarded to the commissioner who will determine whether or not a special order shall be granted.

Due to schedules and the time to prepare orders, requests should occur at least one month before special orders are needed, if at all possible. Some requests may take longer to process. Failure to provide timely information or inadequate information may result in no special order being issued.