WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305 Email Address: WageandHour@wv.gov - Fax: 304.558.3797 - Telephone: .304.558.7890 - Website: labor.wv.gov



AGE CERTIFICATE FOR A FOURTEEN (14) OR FIFTEEN (15) YEAR OLD MINOR Authorized by W. Va. Code §21-3-10a, §21-6-3 and §21-6-5

SECTION A - To Be Completed by the Minor's Prospective Employer (Attach additional sheets if necessary) 1. I intend to employ_______ to perform the following tasks or jobs and to use Full Legal Name of Minor

Date

the following tools or equipment:

2. I will employ the minor beginning on ___

a. I understand that while school is in session, a minor is not permitted to work before 7 a.m. or after 7 p.m.
for more than three hours per day, or for more than 18 hours per week.

Employer Initial

b. I understand that while school is not in session, a minor is not permitted to work before 7 a.m. or after 9 p.m., for more than eight hours per day, or for more than 40 hours per week.

Employer Initial

3		
	Employer's Business Name and Address	
	Employer's Business Email Address and Telephone Number	
	Employer's Business Email Address and Telephone Number	

Description of Employer's Business

By my signature below, I understand and expressly agree that the minor will be legally employed as set forth above or as modified in Section D below, and as required by the Child Labor Act, W. Va. Code §21-6-1 et seq, which includes providing at least a thirty (30) minute meal break for each day the minor works five (5) or more hours.

I further acknowledge that I will keep this Age Certificate on file as long as the minor is employed by me.

Name and Signature of Employer's Authorized Representative and Title

Date

Email Address and Telephone Number of Person Completing this Section

PLEASE INCLUDE A COPY OF A CERTIFIED BIRTH CERTIFICATE

,		_ am the	parent or	legal guardian of	
Name of Parent or Legal Guardian			•		
	_	born on			
Full Lega	Date of Birth				
n		, and who is		years old.	
Town or City and State of Birth Age					
have attached my child's	Certified Birth Certificate or	a Certified	Copy of the Bi	rth Certificate to this Age Ce	rtificat
	nsent to the employment of m	y china as acso		5177 G	ion υ.
Signature of Minor	's Parent or Legal Guardian	y crima as acso		Date	ion D.
Signature of Minor				Date	on D.
	's Parent or Legal Guardian	ime Telephone N	umber of Minor's	Date	ION D.
SECTION C – To Be Complet	's Parent or Legal Guardian Address, Email Address and Dayt	ime Telephone N	lumber of Minor's	Date s Parent or Legal Guardian	istrar c
SECTION C – To Be Complet	's Parent or Legal Guardian Address, Email Address and Daytesed by the Principal or Registral	ime Telephone N	lumber of Minor's	Date s Parent or Legal Guardian	
SECTION C – To Be Complet	's Parent or Legal Guardian Address, Email Address and Dayte Eed by the Principal or Registrate Name of Principal or Registrar	ime Telephone N	's School *	Date s Parent or Legal Guardian	

Address, Email Address, and Telephone Number of the Principal or Registrar

Date

is currently enrolled in or is attending this school.

Signature of Principal or Registrar

^{*} For homeschooled minors, Section C is completed by the individual, parent or guardian that is responsible for the minor's education.

SECTION D – To Be Completed by the Commiss	ioner of Labor or n	is or ner Authorized Person	
Name	, am the	Commissioner of Labor or	Authorized Person
appointed by the Commissioner of Labor to revie	w this Age Certifica	te.	
n deciding whether to issue, modify, or reject this	Age Certificate, I c	ertify that I have reviewed Sec	ctions A, B, and C and verified
he minor's age as evidenced by a certified birth	certificate or a cert	ified copy of the birth certific	cate.
By my signature below, I am issuing, mo	odifying, or rej	ecting this Age Certificate, ef	fective
The modifications, if any, are as follows:			
The reason(s), if any, for rejecting this Age Certifi	icate are as follows	:	
Signature		Date	·

The Original Age Certificate will be retained by the Division of Labor