

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305

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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
the following tools or equipment:

2. I will employ the minor beginning on _____ .
Date

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

4. _____
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 or 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

SECTION B – To Be Completed by the Minor’s Parent or Legal Guardian

I, _____ am the _____ parent or _____ legal guardian of
Name of Parent or Legal Guardian

_____ born on _____
Full Legal Name of Minor Date of Birth

in _____, and who is _____ years old.
Town or City and State of Birth Age

I have attached my child’s _____ Certified Birth Certificate or _____ a Certified Copy of the Birth Certificate to this Age Certificate.

By my signature below, I consent to the employment of my child as described in Section A or as modified in Section D.

Signature of Minor’s Parent or Legal Guardian Date

Address, Email Address and Daytime Telephone Number of Minor’s Parent or Legal Guardian

SECTION C – To Be Completed by the Principal or Registrar of the Minor’s School *

I, _____, am the _____ Principal or _____ Registrar of
Name of Principal or Registrar

_____. I certify that _____
Name of Minor’s School Full Legal Name of Minor

is currently enrolled in or is attending this school.

Signature of Principal or Registrar Date

Address, Email Address, and Telephone Number of the 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 Commissioner of Labor or his or her Authorized Person

I, _____, am the _____ Commissioner of Labor or _____ Authorized Person
Name

appointed by the Commissioner of Labor to review this Age Certificate.

In deciding whether to issue, modify, or reject this Age Certificate, I certify that I have reviewed Sections A, B, and C and verified the minor's age as evidenced by a certified birth certificate or a certified copy of the birth certificate.

By my signature below, I am _____ issuing, _____ modifying, or _____ rejecting this Age Certificate, effective _____.
Date

The modifications, if any, are as follows: _____

The reason(s), if any, for rejecting this Age Certificate are as follows: _____

Signature

Date

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