



**EMPLOYMENT AND AGE CERTIFICATE - MINORS**  
 NORTH DAKOTA DEPARTMENT OF LABOR AND HUMAN RIGHTS  
 SFN 4598 (6-2018)

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	
Duties/Occupation of Minor		Rate of Pay	
Type of Evidence of Age Reviewed: (must include Date of Birth) <input type="checkbox"/> School Records <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other (explain): _____			
<b><i>I certify that I have examined, approved, and will maintain evidence of age for this minor.</i></b>			
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	
<b><i>I certify that I am the parent or legal guardian of this minor and approve of the employment of this minor.</i></b>			
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** (*original form and two photocopies*)  
 600 East Boulevard Avenue, Dept. 406  
 Bismarck ND 58505-0340  
 (701) 328-2660 or ND toll-free 1-800-582-8032, [labor@nd.gov](mailto:labor@nd.gov), [www.nd.gov/labor](http://www.nd.gov/labor),
- 2) **Minor's employer** (*one photocopy*), and
- 3) **Principal of the school the minor attends**  
 or principal in the municipality in which the minor resides (*one photocopy*).