# EMPLOYMENT AND AGE CERTIFICATE - MINORS

NORTH DAKOTA DEPARTMENT OF LABOR AND HUMAN RIGHTS
SFN 4598 (9-2013)

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 Accepted: ☐ School Records ☐ Birth Certificate ☐ Other (Explain) _____

I certify that I have examined, approved, and will maintain evidence of age for this minor.

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 | | |

I certify that I am the parent or legal guardian of this minor and approve of the employment of this minor.

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, 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*).