MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS

CERTIFICATE TO EMPLOY A CHILD 14 OR 15 YEARS OF AGE DURING SCHOOL TERM

P.O. Box 449
Jefferson City, MO 65102-0449
Phone: 573-751-3403
Fax: 573-751-3721
Email: laborstandards@labor.mo.gov
Website: labor.mo.gov/youth-employment

Section A: Employee Information (Student)

Youth Name		Parent/Guardian Name	
Home Address *(Street, City, State, ZIP Code)*		Home Address *(Street, City, State, ZIP Code)*	
Parent Phone No.	Parent Email	Youth Date of Birth	Youth Age
School Attended by Student		City, State, ZIP Code	
Youth Signature	Parent/Guardian Signature		Date

Section B: Employer Information (Intention to Employ)

Employer Name	Employer Email	Phone No.
Business Address *(Street, City, State, ZIP Code)*	County	Business Type

Type of Job Offered *(Include specific duties. See Chapter 294.040 of the Missouri Revised Statutes (RSMo) for prohibited occupations.)*

Please check the boxes below to indicate that you understand and comply with these statutory requirements of Chapter 294, RSMo.

- ☐ No more than 3 hours on any school day.
- ☐ No more than 8 hours on any nonschool day.
- ☐ No more than 40 hours in a week.
- ☐ No more than 6 work days in a week.
- ☐ Hours must be between 7 a.m. and 9 p.m. during non-school term.
- ☐ Hours must be between 7 a.m. and 7 p.m. during school term.

I certify that I understand and will abide by the statutory requirements of Chapter 294, RSMo.

Employer or Authorized Agent Signature	Printed Name	Date

Section C: Issuing Officer

Name of School District *(if applicable)*	☐ Proof of Child's Age *(List)* _____ _____ ☐ Certificate of Grades Reviewed	
Name of Issuing Officer	Title	Fax Number
Address *(Street, City, State, ZIP Code)*	Issuing Officer Email	Phone Number

I certify that I understand the requirements in existing law for issuing a work certificate and find these requirements met with regard to this statement.

Authorizing Signature: _____ Date: _____

DISTRIBUTION: **ORIGINAL** – EMPLOYER; **ONE COPY** – SCHOOL DISTRICT; **ONE COPY** – DIVISION OF LABOR STANDARDS

Instructions

Work certificates are required regardless of where a child attends school (public school, private school, charter school, home school). Work certificates must be issued by either (1) the public school superintendent of the school district in which the child resides, (2) the chief executive officer of the charter school that the child attends, (3) the public or private school principal of the school that the child attends, (4) the designee of any of these school officials, or (5) if the child is home-schooled, a parent of the child. The public school superintendent of the school district in which the child resides may revoke a work certificate issued by a public or private school principal, if that is deemed to be in the best interest of the child.

Instructions for completing the certificate are as follows:

Step 1: Complete Section A of the form, including the signature of the child's parent or guardian.

Step 2: Take the form to the employer for completion of Section B.

Note: Federal child labor law, while similar to the Missouri child labor laws, contains differing restrictions. Employers should contact the U.S. Department of Labor regarding compliance with federal child labor law.
Website: www.dol.gov

Step 3: After Sections A and B are completed, take the form to one of the individuals identified above as having authority to issue a work certificate for completion of Section C. The following information will also be required at that time:

- Proof of the child's age (birth certificate or other evidence).

Additionally, the following information may be required by the issuing officer:

- Attendance of a parent or guardian with the child at the time the child applies for a certificate. Check with the issuing officer for his or her policy.
- A certificate from the principal of the school that the child attends setting out the child's grades. (This requirement may be waived for home-schooled children.)
- A certificate from a physician that has personally examined the child stating that the child is in good mental and physical health and is capable of performing labor without injury to his or her health and mental development. Check with the issuing officer for his or her policy.

Step 4: After all three sections of the form have been completed, the original must be provided to the child's employer. The issuing officer must retain a copy, and a copy must be submitted to:

laborstandards@labor.mo.gov
or
Department of Labor and Industrial Relations
Division of Labor Standards
P.O. Box 449
Jefferson City, MO 65102-0449

For more information on Missouri's child labor laws contact the Division of Labor Standards:
Phone: 573-751-3403 Email: laborstandards@labor.mo.gov Website: labor.mo.gov/youth-employment

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.
TDD/TTY: 800-735-2966 Relay Missouri: 711

Instrucciones

Se requieren certificados de trabajo independientemente del lugar donde el niño asista a la escuela (escuela pública, escuela privada, escuela semiautónoma, escuela en casa). Los certificados de trabajo deben ser emitidos por (1) el superintendente de la escuela pública del distrito escolar en el que reside el niño, (2) el director ejecutivo de la escuela semiautónoma a la que asiste el niño, (3) el director de la escuela pública o privada a la que asiste el niño, (4) la persona designada por cualquiera de estos funcionarios escolares o (5) si el niño estudia en casa, uno de los padres del niño. El superintendente de la escuela pública del distrito escolar en el que reside el niño puede revocar un certificado de trabajo emitido por el director de una escuela pública o privada, si se considera que eso es lo mejor para el niño.

Las instrucciones para completar el certificado son las siguientes:

Paso 1: Complete la sección A del formulario, incluida la firma del padre/madre o tutor del niño.

Paso 2: Lleve el formulario al empleador para que complete la Sección B.

Nota: La ley federal sobre trabajo infantil, si bien es similar a las leyes de trabajo infantil de Misuri, contiene diferentes restricciones. Los empleadores deben ponerse en contacto con el Departamento de Trabajo de EE.UU. en relación con el cumplimiento de la ley federal de trabajo infantil.
Sitio web: www.dol.gov

Paso 3: Una vez completadas las secciones A y B, lleve el formulario a una de las personas identificadas anteriormente como autorizadas para emitir un certificado de trabajo para que complete la Sección C. También se requerirá la siguiente información en ese momento:

- Prueba de la edad del niño (certificado de nacimiento u otra prueba).

Además, el oficial emisor puede solicitar la siguiente información:

- La presencia de un padre o tutor con el niño en el momento en que este solicite el certificado. Consulte con el oficial emisor su política.
- Un certificado del director de la escuela a la que asiste el niño en el que se indiquen las calificaciones del niño.
  (Este requisito puede no aplicarse a los niños que estudian en casa).
- Un certificado de un médico que haya examinado personalmente al niño en el que conste que el niño se encuentra en buen estado de salud mental y física y que es capaz de realizar el trabajo sin dañar su salud ni su desarrollo mental. Consulte con el oficial emisor su política.

Paso 4: Después de completar las tres secciones del formulario, se debe entregar el original al empleador del niño. El oficial emisor debe conservar una copia y otra copia debe enviarse a:

laborstandards@labor.mo.gov
o
Department of Labor and Industrial Relations
Division of Labor Standards
P.O. Box 449
Jefferson City, MO 65102-0449

Para obtener más información sobre las leyes de trabajo infantil de Misuri,
comuníquese con la División de Normas Laborales:
Teléfono: 573-751-3403 Correo electrónico: laborstandards@labor.mo.gov Sitio web: labor.mo.gov/youth-employment

El Departamento del Trabajo y Relaciones Industriales de Missouri es un empleador/programa de igualdad de oportunidades.
TDD/TTY: 800-735-2966 Relay Missouri: 711