

EMPLOYMENT CERTIFICATE OF AGE AND SCHOOLING

Oklahoma Department of Labor
3017 N. Stiles, Suite 100
Oklahoma City, OK. 73105
Telephone (405) 521-6100/1-888-269-5353
Fax (405) 521-6015

COUNTY SCHOOL

LEGAL AGE to be employed in Oklahoma is 14 years. DO NOT ISSUE IF STUDENT IS NOT AT LEAST 14 YEARS OF AGE

INFORMATION FOR EMPLOYER

An Employment Certificate of Age and Schooling is accepted as proof of age under the child labor provision of the State Labor Law. This Certificate protects the employer only if it shows the minor to be the legal age of 14 years or older for the occupation in which he/she is employed.

This Certificate does not relieve the employer from its legal responsibility of strict compliance with Oklahoma's Child Labor Laws, 40§ O.S. 71, et seq., regardless of any information contained herein.

Keep this Certificate on file as long as the minor is in your employ. This Certificate is to be surrendered to the minor named herein whenever he/she leaves your employ. If not claimed within thirty days after leaving employment, this Certificate shall be sent to the State Commissioner of Labor. This Certificate is not valid for any other employer or occupation than the one named herein.

Note: Employers are required to comply with all state and federal child labor laws when it comes to the employment of minors. (See attached Child Labor Law Poster)

This Certificate is to be issued only when the person applying has complied with compulsory School Laws, Title 70, Section 10 and has furnished legal proof of age as required by Title 40, Section 79, O.S. 1981. Send one (1) copy to the employer; mail, fax, or e-mail one (1) copy to the State Commissioner of Labor, Oklahoma City; and attach one (1) copy to the corresponding Application Form (No. 600) and retain these two (2) forms on file at the issuing office for five (5) years.

Name (Minor) SS# Date of Birth Age Sex

Mailing Address (Including Zip Code) Telephone

Evidence of Age Accepted:

- Birth Certificate Certificate of Baptism showing date of birth and place of baptism Passport showing age of child
Certificate of arrival in the United States issued by U.S. Immigration Office showing age of child Life insurance policy at least one year old showing age of child
Certificate of Degree of Indian Blood (CDIB) showing date of birth

Student's Job Title Industry

Hours worked: From To And on: Sun Mon Tues Wed Thurs Fri Sat

Business Name Business Telephone

Address of Employer (Including Zip Code) Email Address

(Signature of Minor) (Date)

(Signature of Issuing Officer) (Date)

(School of Issuing Officer) (Address of Issuing Officer) (City) (State) (Telephone)

# CHILD LABOR LAW

Section 7J et. seq. of Title -10 of the Oklahoma Statutes  
Applicable to minors DER 16 years of age



<b>Minimum Age</b>	<b>14 years of age</b>																																	
<b>Employment Certificate</b>	<p>Employment certificate is issued by the school and is <u>required for all employed minors</u>, including home schooled minors and minors from out-of-state working in Oklahoma.</p> <p>Employers are required to <b>have</b> an employment certificate from the school before a minor is allowed to work.</p> <p>Note to Issuing Officer( ): Minors <u>must comply</u> with compulsory School Laws, Title 70 Section 10</p>																																	
<b>Hours Standard</b>	<p>School in session - minors restricted to:          No more than three (3) hours per school day          No more than <b>eight (8)</b> hours per non-school day          no more than-eighteen (18) hours <b>per</b> school week</p> <p>School not in session - minors restricted to:          No more than eight (8) hours per non-school day          No more than forty (40) hours <u>per</u> non-school week</p>																																	
<b>Break</b>	<p>For every five (5) hours worked - Thirty (30) minute rest period          For every eight (8) hours worked - One (<u>1</u>) hour rest <u>period</u></p>																																	
<b>Times Standard</b>	<p>From Tuesday after Labor Day through May 31<sup>st</sup> - minors :          Can not work before 7:00 a.m. and not after 7:00 p.m.</p> <p>From June 1<sup>st</sup> through Labor Day - minors:          Can not work before 7:00 a.m. and not after 9:00 <u>p.m.</u></p>																																	
<b>Prohibited Occupations</b>	<p>Occupation which threaten health and well-being include, but not limited to:</p> <table border="0"> <tr> <td>Baking</td> <td>Communications</td> <td>Construction</td> </tr> <tr> <td>Cooking</td> <td>Coolers</td> <td>Cutters</td> </tr> <tr> <td>Demolition</td> <td>Freezers</td> <td>Fryers</td> </tr> <tr> <td>Grills</td> <td>Hoisting devices</td> <td>Ladders</td> </tr> <tr> <td>Loading</td> <td>Machinery</td> <td>Manufacturing</td> </tr> <tr> <td>Mining</td> <td>Motor vehicles</td> <td>Mowers</td> </tr> <tr> <td>Power-Driven</td> <td>Processing</td> <td>Public messenger</td> </tr> <tr> <td>Public Utilities</td> <td>Repair</td> <td>Slicers</td> </tr> <tr> <td>Storage</td> <td>Transportation</td> <td>Unloading</td> </tr> <tr> <td>Warehouse</td> <td>Weed eaters</td> <td>Work rooms</td> </tr> <tr> <td></td> <td>Youth peddling</td> <td></td> </tr> </table>	Baking	Communications	Construction	Cooking	Coolers	Cutters	Demolition	Freezers	Fryers	Grills	Hoisting devices	Ladders	Loading	Machinery	Manufacturing	Mining	Motor vehicles	Mowers	Power-Driven	Processing	Public messenger	Public Utilities	Repair	Slicers	Storage	Transportation	Unloading	Warehouse	Weed eaters	Work rooms		Youth peddling	
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<p>For information on hazardous occupations for 16 and 17 year olds. contact the United States <u>Department</u> of Labor at 1-866-487-92-13</p>																																		



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www.labor.ok.gov