



LABOR RELATIONS DIVISION - LABOR AND INDUSTRIAL BUREAU CHILD LABOR SECTION

INSTRUCTIONS FOR ISSUING WORK PERMIT CERTIFICATES

TO: School Superintendents, Principals, and designated Issuing Officials

- A.** Once the student has a prospective employer, you can begin to complete the work permit certificate. Let the parent and/or students know that the work permit will not be valid until the issuing official approves and signs off at the bottom of the form. Issuing officials must fill out Gender, Age, County, Issue date and expiration date (1 year as of the issue date)
- B.** Have the student and parent/guardian complete lines 1 - 4.
- C.** The issuing official must verify evidence of age. (Birth certificate, passport, school records etc.)
- D.** Have the student take the permit to the employer to complete lines 5- 9.
Employer must certify and affirm that the student is not engaging in hazardous or dangerous work.
- E.** The student will return the work permit to the issuing official for approval.
- F.** The issuing official will make copies of the work permit certificate and give the original white copy to the student to return to the employer.
- G.** The issuing official will keep one copy for his/her records and fax one copy to the New Mexico Department of Workforce Solutions, Labor Relations Division, Labor and Industrial Bureau, Child Labor Section, at **505-841-4406** or email it to Linda.Coronado-Arvi@state.nm.us

If you have questions regarding the issuance process, please contact **505-841-4400**.

NOTE: All sections of the work permit certificate must be completed to be in compliance with state statutes.



County _____
Issue Date _____
Expiration Date _____

Male _____
Female _____
Age _____

**LABOR RELATIONS DIVISION - CHILD LABOR SECTION
WORK PERMIT - UNDER 16 YEARS OF AGE**

**(Not Allowed To Work Before 7 am or After 7 pm)
[Except to 9pm June 1 through Labor Day]**

1. _____
Name of Student **Address** **City & Zip code**

2. _____
Date of Birth **Evidence of Age**

3. _____
Signature of Student **Signature of Parent/Guardian**

4. _____
Student's email address **Parent's email address**

5. _____
Company Name Where Student Employed **Address, City, & Zip code** **Telephone #**

6. _____ \$ _____
Describe in DETAIL the work that will be conducted by the student. **Rate of Pay**

7. I certify and affirm that the above referenced child is not engaged in a prohibited or hazardous occupation as established by the Fair Labor Standards Act (FLSA) or the New Mexico Child Labor Statutes. Such occupations include but are not limited to: explosives, pornography, serving alcoholic beverages, logging, mining, meat packing, wrecking, demolition, power driven equipment or construction related tools or apparatus. A comprehensive list may be viewed at www.dws.state.nm.us or may be obtained from the Child Labor Section.

8. _____
Signature of Employer **Employer-Clearly Print Name Signed**

9. _____
Employer's email address

Signature of Issuing Officer **Title** **Telephone #**

Issuing Officer's email address

Location Where Issued **Address** **City & Zip code**

NOTE: All sections of this work permit certificate must be completed to be in compliance with Child Labor Laws.

*DISTRIBUTION: The Issuing officer must make 2 copies- one copy for his/her file and one copy must be faxed to 505-841-4424 or emailed to Linda.Coronado-Arvi@state.nm.us. The original signed work permit certificate will go to the place of employment for the employers' records. *Please post in a Conspicuous place*