

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.
- **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 your 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 send one copy to the New Mexico Department of Workforce Solutions, Labor Relations Division, Labor and Industrial Bureau, Child Labor Section, 1596 Pacheco Street, Santa Fe, New Mexico 87505, or fax to 505-827-6875 or email to Tiffany.Starr-Salcido@state.nm.us.

If you have questions regarding the issuance process contact Tiffany Starr-Salcido, Child Labor Specialist at **505-827-0091**.

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

Rev. 2012

Male	
Female	
Age	



County	
Issue Date	

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]

Name of Student	Address	City & Zip code	
•			
Date of Birth	Evidence of Age	Evidence of Age	
J			
Signature of Student	Signature of Pare	Signature of Parent/Guardian	
lStudent's email address			
Student's email address	Parent's email ac	Parent's email address	
5			
Company Name Where Student Employ	yed Address, City, & Zip code	Telephone #	
5.		\$	
Describe in DETAIL the work that		Rate of Pay	
riven equipment or construction related tools or a nay be obtained from the Child Labor Section.	pparatus. A comprehensive list may be viewe	ed at www.dws.state.nm.us of	
3			
Signature of Employer	Employer-Clearl	Employer-Clearly Print Name Signed	
)		y 1 mit rame signed	
Employer's email address		y 11mt Name Signed	
		y Time (vame signed	
************	**********		
Signature of Issuing Officer	**************************************		

NOTE: All sections of this work permit certificate must be compeleted 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 sent to the NMDWS Student Labor Section at 1596 Pacheco Street, Santa Fe, NM 87505 or faxed to 505-827-6875 or emailed to <u>Tiffany.Starr-Salcido@state.nm.us</u>. The original signed work permit certificate will go to the place of employment for the employers' records.