

# WAGE & HOUR DIVISION



## APPLICATION FOR A MINOR'S EMPLOYMENT CERTIFICATE

*(Only applicable for minors below the age of 16 years)*

**INSTRUCTION:** A minor must personally return the completed application form, accompanied with a **COPY** of a **birth certificate, U.S. Passport, Baptismal Certificate, Guam ID, OR**, any bona fide documentation indicating age and date of birth. Upon approval of this application, a Certificate to Employ Minor will be issued within 5 working days.

### I. TO BE COMPLETED BY APPLICANT

Full Name (Last, First, M.I.): \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**Date Signed**

This request for an employment certificate is made with my knowledge and consent.

\_\_\_\_\_  
**PRINT NAME OF PARENT/GUARDIAN**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**Date Signed**

### II. TO BE COMPLETED BY THE EMPLOYER:

**Name of Establishment/Employer:** \_\_\_\_\_

Type of Business: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant's Occupation: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Regular Hours of Work: (From) \_\_\_\_\_ (To) \_\_\_\_\_ Meal Period: \_\_\_\_\_

Total Hours per day: \_\_\_\_\_ Total Days Per Week: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

*This is to certify that the employment of the above minor will be in full compliance with the Child Labor Laws, Rules and Regulations.*

\_\_\_\_\_  
**Employer's Authorized Signature**

\_\_\_\_\_  
**Print Name and Job Title**

\_\_\_\_\_  
**Date Signed**

### FOR WAGE AND HOUR OFFICE ONLY:

Document submitted for verification of date of birth (indicate type and No.) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Verified & Recommended By: \_\_\_\_\_ Employment Certificate No. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_