

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305
Email Address: WageandHour@wv.gov - Fax: (304)558-3797 - Telephone: (304)558-7890 - Website: labor.wv.gov



WORK PERMIT FOR A FOURTEEN (14) OR FIFTEEN (15) YEAR OLD MINOR

Authorized by W. Va. Code §21-3-10a, §21-6-3, §21-6-4 and §21-6-5

SECTION A - To Be Completed by the Minor's Prospective Employer (Attach additional sheets if necessary)

1. I intend to employ _____ to perform the following tasks or jobs and to use
the following tools or equipment:

Full Legal Name of Minor

2. I will employ the minor beginning on _____ .
Date

a. I understand that while school is in session, a minor is not permitted to work before 7 a.m. or after 7 p.m., for more than three hours per day, or for more than 18 hours per week.

Employer Initial

b. I understand that while school is not in session, a minor is not permitted to work before 7 a.m. or after 9 p.m., for more than eight hours per day, or for more than 40 hours per week.

Employer Initial

3. _____
Employer's Business Name and Address

Employer's Business Email Address and Telephone Number

4. _____
Description of Employer's Business

By my signature below, I understand and expressly agree that the minor will be legally employed as set forth above or as modified in Section D below, and as required by the Child Labor Act, W. Va. Code §21-6-1 *et seq*, which includes providing at least a thirty (30) minute meal break for each day the minor works five (5) or more hours.

I further acknowledge that I will keep this Work Permit on file as long as the minor is employed by me.

Name and Signature of Employer or Employer's Authorized Representative and Title

Date

Email Address and Telephone Number of Person Completing this Section

SECTION B – To Be Completed by the Minor’s Parent or Legal Guardian

I, _____ am the parent or legal guardian of
Name of Parent or Legal Guardian

_____ born on _____
Full Legal Name of Minor Date of Birth

in _____, and who is _____ years old.
Town or City and State of Birth Age

I have attached my child’s Certified Birth Certificate or a Certified Copy of the Birth Certificate to this Work Permit.

By my signature below, I consent to the employment of my child as described in Section A or as modified in Section D.

Signature of Minor’s Parent or Legal Guardian Date

Address, Email Address and Daytime Telephone Number of Minor’s Parent or Legal Guardian

SECTION C – To Be Completed by the Principal or Registrar of the Minor’s School *

I, _____, am the Principal or Registrar of
Name of Principal or Registrar

_____. I certify that _____
Name of Minor’s School Full Legal Name of Minor

is currently enrolled in or is attending this school.

Signature of Principal or Registrar Date

Address, Email Address, and Telephone Number of the Principal or Registrar

* Section C may also be completed by the Superintendent of Schools or Authorized Person when the minor is attending public school in the same county that the work permit is issued.

* For homeschooled minors, Section C is completed by the individual, parent or guardian that is responsible for the minor’s education.

SECTION D – To Be Completed by the County Superintendent of Schools, Authorized Person or Issuing Administrator

I, _____, am the Superintendent of Schools or Authorized Person
Name

appointed by the Superintendent of Schools or A Person authorized to issue education credentials pursuant to §18-8-12
for _____ County to review this Work Permit.

In deciding whether to issue, modify, or reject this Work Permit, I certify that I have reviewed Sections A, B, and C and verified
the minor’s age as evidenced by a certified birth certificate or a certified copy of the birth certificate.

By my signature below, I am issuing, modifying, or rejecting this Work Permit, effective _____.
Date

The modifications, if any, are as follows: _____

The reason(s), if any, for rejecting this Work Permit are as follows: _____

Signature Date

Address, Email Address, and Telephone Number of the Superintendent of Schools, Authorized Person or Issuing Administrator

Email a copy of the Work Permit to the West Virginia Division of Labor at WageandHour@wv.gov within four (4) days of
issuance, as required by W.Va. Code §21-6-4(b), and provide a copy to the Minor’s Parent or Legal Guardian and Minor’s
Employer.

The Original Work Permit must be retained by the Superintendent of Schools, Authorized Person or Issuing Administrator.