

**INSTRUCTIONS FOR COMPLETING  
CHILD LABOR WORK PERMIT**

**Step 1.  
MINOR:**

1. Complete the section marked “MINOR”. If you are 14 or 15 years of age, your Parent or Legal Guardian must also sign the permit.
2. Take the permit to your perspective employer and ask them to complete the section marked “EMPLOYER”.
3. Return the completed permit and valid proof of age in the form of government issued identification: Birth Certificate, Passport, Baptism Certificate or a State issued driver’s license or ID to an Issuing Officer at your school, your local Department of Labor Office, Fax: (302) 736-9196 or electronically by Email: [workpermits@delaware.gov](mailto:workpermits@delaware.gov).

**A NEW PERMIT MUST BE SUBMITTED WHEN YOU CHANGE EMPLOYERS.**

**STEP 2  
EMPLOYER:**

1. Complete the section marked “EMPLOYER” and return to the minor. (S) He will submit the completed permit to an Issuing Officer at their school or local Department of Labor for authorization.
2. Once the permit is authorized by an Issuing Officer the minor will provide the employer with a copy. (**Do not accept any work permits unless it is signed and dated by an Issuing Officer**). Employer must keep a copy of the work permit on file, **IT IS REQUIRED BY THE LAW.**

**STEP 3  
ISSUING OFFICER:**

1. Form must be completed and signed by the minor (If minor is age 14 or 15, a Parent or Guardian’s signature is also required).
2. Verify all sections on the permit have been completed by the minor and the employer.
3. Verify the minor’s age with the supporting document(s)
4. Provide the minor with the copy marked “Employer” and the copy marked “Minor”
5. If the Issuing Officer is not located at the Department of Labor a copy must be mailed to:

Delaware Department of Labor  
Office of Labor Law Enforcement  
4425 N. Market Street, 3<sup>rd</sup> FLOOR.  
Wilmington, DE. 19802

**LEGAL HOURS OF EMPLOYMENT  
FOR MINORS 14 THROUGH 17 YEARS OF AGE**

**MINOR MAY NOT WORK MORE THAN 5 HOURS CONTINUOUSLY WITHOUT AN UNINTERRUPTED NON-WORK PERIOD OF AT LEAST 30 MINUTES**

THE MINIMUM AGE OF EMPLOYMENT IN DELAWARE IS FOURTEEN (14)

EMPLOYER IS REQUIRED TO HAVE PERMITS FOR ALL EMPLOYEES UNDER THE AGE OF 18

**AGE 14-15**

NO MINOR 14-15 YEARS OF AGE SHALL WORK BEFORE 7:00 A.M. OR AFTER 7:00 P.M. except from June 1<sup>st</sup> through Labor Day when the evening hour shall be 9:00 p.m

**HOURS OF WORK FOR 14-15**

Not more than 4 hours per day on school days

Not more than 8 hours per day on non-school days

Not more than 18 hours in any week when school is in session for 5 days

Not more than 6 days in any week

Not more than 40 hours per week

**HOURS OF WORK FOR 16-17**

Minors 16-17 years of age may not spend more than 12 hours in a combination of school hours and work hours per day

They must have at least 8 consecutive hours of non-work, non-school time in each 24-hour period

**Contact the DELAWARE DEPARTMENT OF LABOR FOR A LIST OF PROHIBITED OCCUPATIONS**

DELAWARE DEPARTMENT OF LABOR CHILD LABOR PERMIT FOR MINOR PLEASE PRINT OR TYPE	
EMPLOYER INFORMATION	
Company Name:	
Business License No:	
Address/City/State/Zip:	
Description of Minor’s Duties:	
Telephone No:	Hourly Wage To be paid:
Employer’s Signature:	
Print Name:	
MINOR INFORMATION	
Email:	
Name:	
Address/City/State/Zip:	Telephone No:
Name of school minor attends:	
Minor’s Signature:	
Parent/Guardian Signature: (If age 14 or 15 a Parent/Guardian signature is required)	
PERMIT IS NOT VALID UNLESS THIS SECTION IS COMPLETED BY AN AUTHORIZED ISSUING OFFICER FOR THE STATE OF DELAWARE	
Minor’s Birthdate:	Age:
Proof:	
School/Office Issuing the Permit	
Issuing Officer’s Name ( <b>Print Only</b> ) and Date:	