

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

**MINOR MAY NOT WORK MORE THEN 5 HOURS
 CONTINUOUSLY WITHOUT A 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 1st
 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

*If the employer is covered by federal law, minor is limited to three
 hours on school days

AGE 16 - 17 Minors 16 and 17 years of age may not
 spend more than 12 hours in 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**

**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 SIGN THE PERMIT.
2. TAKE THE CERTIFICATE TO YOUR PROSPECTIVE EMPLOYER AND ASK THEM TO COMPLETE THE SECTION MARKED "EMPLOYER".
3. **IN PERSON** RETURN THE COMPLETED FORM TO AN ISSUING OFFICER AT YOUR SCHOOL OR AT YOUR LOCAL DEPARTMENT OF LABOR OFFICE. YOU MUST PROVIDE THE ISSUING OFFICER WITH ONE OF THE FOLLOWING PROOFS OF AGE: BIRTH CERTIFICATE; BAPTISMAL CERTIFICATE; PASSPORT; SCHOOL RECORD; VALID DRIVER'S LICENSE.
4. YOU MUST GET A NEW PERMIT WHEN YOU CHANGE EMPLOYERS.

**STEP 2
 EMPLOYER:**

1. COMPLETE ALL "EMPLOYER INFORMATION" INCLUDING DELAWARE ADDRESS AND PHONE NUMBER. RETURN TO THE CHILD. (S)HE WILL TAKE THE APPLICATION TO AN ISSUING OFFICER AND RETURN IT TO YOU AFTER THE WORK PERMIT HAS BEEN CERTIFIED.
2. DO NOT ACCEPT WORK PERMIT UNLESS IT IS DATED AND SIGNED BY AN ISSUING OFFICER.
3. KEEP EMPLOYER COPY ON FILE - IT IS REQUIRED BY LAW.

**STEP 3
 ISSUING OFFICER:**

1. FORM MUST BE FILLED OUT AND SIGNED BY MINOR AND PARENT OR GUARDIAN (IF THE CHILD IS AGED 14 OR 15) AND THE EMPLOYER.
2. EMPLOYER MUST HAVE COMPLETED "COMPANY NAME, ADDRESS, AND PHONE NUMBER" PORTIONS OF THE PERMIT.
3. YOU MUST VERIFY MINOR'S AGE.
4. GIVE MINOR "EMPLOYER COPY" TO RETURN TO THE EMPLOYER.
5. MAIL DOL COPY TO:
**DEPARTMENT OF LABOR
 OFFICE OF LABOR LAW ENFORCEMENT
 225 CORPORATE BLVD. STE. I04
 NEWARK, DE 19702**

**DELAWARE DEPARTMENT OF LABOR
 CHILD LABOR WORK PERMIT FOR MINOR**
 PLEASE PRINT OR TYPE

EMPLOYER INFORMATION

Company Name:

Address:

City/State/Zip:

Description of Minor's Duties:

Telephone No.: _____ Hourly Wage
 To Be Paid: _____

Employer's Signature:

Print Name:

MINOR INFORMATION

Name:

Address:

City/State/Zip:

Name of School
 Minor Attends:

Minor's Signature:

Parent/Guardian Signature:
 (if required)

**PERMIT NOT VALID UNLESS THIS SECTION
 IS COMPLETED BY AN ISSUING OFFICER**

Minor's Birthdate: _____ Age: _____

Proof:

School/Office Issuing Permit:

Issuing Officer's Signature and Date:

Subject to Review by the
 Delaware Department of Labor
 Office of Labor Law Enforcement
 225 CORPORATE BLVD. STE. I04, NEWARK DE 19702
 Newark: (302)451-3423 / Milford: (302)422-1134 / Wilm. (302)761-8200