

Instructions for 15 and Under South Students

Student must have the job prior to getting the certificate paperwork.

NH (Nashua) students who will be working in NH obtain paperwork from their own school.

NH students who will be working in a different state must obtain paperwork at a school in that different state.

Out-of-State students that will be working in NH must obtain paperwork from any school in NH.

They must bring:

- a parent
- a birth certificate to verify DOB
- proof they are registered in school

DOB's of our students can be checked in Aspen.

1. Student must have a completed **Employer's Request for Child Labor** form. (this is usually provided by the employer, if not, we can give a blank one to be filled out by the employer. See below)

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF LABOR
PO BOX 2076
CONCORD, NH 03302-2076**

EMPLOYER'S REQUEST FOR CHILD LABOR

Please issue a NH Youth Employment Certificate to:

NAME OF MINOR SOC. SEC. NUMBER (optional)

AGE DATE OF BIRTH SEX

That he/she may be legally employed, in accordance with Revised Statutes Annotated 276-A as amended, by

(SHOW CORPORATION OR TRADE NAME, IF ANY) (FED. ID #)

STREET & NUMBER CITY, STATE, ZIP TEL. #

INDUSTRY OF EMPLOYER

NATURE OF EMPLOYMENT BE SPECIFIC

With this application the minor must present a Birth Certificate or other evidence of date of birth, to the School Department, and the certificate will be issued there. The certificate must be kept on file for your records.

Employer's Signature/ Telephone Number

2. Parent/Guardian fills out and signs the **Verification of Adequate Health of Child** form (See below)

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF LABOR**

Verification of Adequate Health of Child

I _____ being parent and/or legal guardian of

Name of youth

Date of birth

Do hereby verify that the above named youth is in adequate health.

Signature of parent or legal guardian

Date

3. Student and Parent/Guardian complete and sign the **NH Youth Employment Certificate** form (we provide. This form has a yellow and pink carbon attached. See below)

19 1116 FORMS DESK 8 PHM BLDG SERVICES TEL (603) 644-1200

NH YOUTH EMPLOYMENT CERTIFICATE

EMPLOYER _____ EMPLOYER ID# _____
 ADDRESS _____
 NAME OF YOUTH _____ AGE _____ DOB _____ SEX _____
 JOB DESCRIPTION _____ Youth Signature _____
 Issuing Officer _____ Date of Issue _____ School District _____
 Parents Signature _____ Date of Signature _____
 Revocation Officer _____ Date of Revocation _____
 Adequate health: Yes () No ()

CERTIFICATE

- I. No youth shall be employed or permitted to work without a certificate except for his/her parents, grandparents, or guardian or at work defined in RSA 276-A as casual, or as farm labor.
- II. No youth under 12 years of age may be employed or permitted to work except for his/her parents, grandparents, or at work as defined in RSA 276-A as casual, or in the door-to-door delivery of newspapers.
- III. If a student does not continue to meet a satisfactory level of academic performance after the issuance of the certificate, the principals or schools or persons authorized by them may revoke the certificate.

HOURS

- I. No youth under 16 years of age shall be employed or permitted to work earlier than 7 o'clock am or later than 9 o'clock pm, more than 3 hours per day on school days and 23 hours per week during school weeks, except that on nonschool days he/she may be employed 8 hours per day and, during vacations, 48 hours per week.

PENALTIES

- I. In addition to other penalties and remedies imposed under RSA 276-A, the commissioner shall assess a civil penalty on an employer with a minimum of \$ 001.00 per violation and a maximum of \$2,500.00 per violation.

THIS DOCUMENT MUST BE KEPT ON FILE BY EMPLOYER

Employers subject to the U. S. Department of Labor Youth Employment Laws must contact the U.S. Department of Labor, 1155 Elm Street, Suite 501, Manchester NH 03101 TEL: 666-7716 for further information.

4. Student must return **all three completed forms** to the school. Authorized personnel signs, dates, and NSD #42 the **NH Youth Employment Certificate**.

Student receives white copy.

Yellow copy, **Employer's Request for Child Labor** form and **Verification of Adequate Health of Child** gets stapled together and retained.

Pink copy gets mailed to:

NH Dept of Labor
PO Box 2076
Concord, NH 03302-2076

To replenish the NH state form, call 603-271-3176