

**Instructions for Obtaining a Work Permit**  
(certificate to employ a minor 14 or 15 years of age)  
Form MO 500-1367

**FORMS ARE NOT SIGNED AT THE SCHOOL. PLEASE READ #3**

1. Section A of the form must be completed, dated and signed by the employee (student) and parent.
2. Section B of the form must be completed, dated and signed by the employer.
3. **The form with completed sections A and B, the student's birth certificate (original) and the students most recent report card showing a cumulative grade point average of 2.0 or higher must be taken to the Hazelwood School District Learning Center for approval.**
4. Student must be at least 14 years old.
5. Upon approval, Section C of the form will be completed and signed by the Assistant Superintendent in charge of Work Permits.
6. The original documents and a copy of all documents are given to the student. The student retains a copy of the documents for their records and gives the original work permit and a copy of the report card and birth certificate to the employer for their records.
7. A copy of all documents will be mailed to the Department of Labor and Industrial Relations.
8. A copy of all documents will be retained in the Hazelwood School District files.



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
**CERTIFICATE TO EMPLOY A CHILD 14 OR 15 YEARS OF AGE  
 DURING SCHOOL TERM**

**BLUE**

**Section A: Employee Information (Student)**

Employee Name		Parent/Guardian Name	
Home Address (Street, City, State, ZIP Code)		Home Address (Street, City, State, ZIP Code)	
Parent Telephone No.	Parent E-mail	Employee Date of Birth	Employee Age
School Attended by Student		City, State	
Employee Signature		Parent/Guardian Signature	Date

**Section B: Employer Information (Intention to Employ)**

Employer Name	Employer E-mail	Telephone No.
Business Address (Street, City, State, ZIP Code)	Employer Fax No.	Business Type
Type of Job Offered (Include specific duties. See Chapter 294.040 of the Missouri Revised Statutes (RSMo) for prohibited occupations.)		

Please check the boxes below to indicate that you understand and comply with these statutory requirements of Chapter 294, RSMo.

- No more than 3 hours on any school day.
- No more than 8 hours on any nonschool day.
- No more than 40 hours in a week.
- No more than 6 work days in a week.
- Hours must be between 7 a.m. and 9 p.m. during non-school term.
- Hours must be between 7 a.m. and 7 p.m. during school term.

I certify that I understand and will abide by the statutory requirements of Chapter 294, RSMo.

Employer or Authorized Agent Signature	Printed Name	Date
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**Section C: Issuing Officer**

Name of School District (if applicable)	<input type="checkbox"/> Proof of Child's Age (List) _____ <input type="checkbox"/> Certificate of Grades Reviewed _____	
Name of Issuing Officer	Title	Fax Number
Address (Street, City, State, ZIP Code)	Issuing Officer E-mail	Telephone Number

I certify that I understand the requirements in existing law for issuing a work certificate and find these requirements met with regard to this statement.

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: ORIGINAL - EMPLOYER; ONE COPY - SCHOOL DISTRICT; ONE COPY - DIVISION OF LABOR STANDARDS

## Instructions

Work certificates are required regardless of where a child attends school (public school, private school, charter school, home school). Work certificates must be issued by either (1) the public school superintendent of the school district in which the child resides, (2) the chief executive officer of the charter school that the child attends, (3) the public or private school principal of the school that the child attends, (4) the designee of any of these school officials, or (5) if the child is home-schooled, a parent of the child. The public school superintendent of the school district in which the child resides may revoke a work certificate issued by a public or private school principal, if that is deemed to be in the best interest of the child.

Instructions for completing the certificate are as follows:

**Step 1:** Complete Section A of the form, including the signature of the child's parent or guardian.

**Step 2:** Take the form to the employer for completion of Section B.

**Note:** Federal child labor law, while similar to the Missouri child labor laws, contains differing restrictions. Employers should contact the U.S. Department of Labor regarding compliance with federal child labor law.

Website: <https://www.dol.gov>

**Step 3:** After Sections A and B are completed, take the form to one of the individuals identified above as having authority to issue a work certificate for completion of Section C. The following information will also be required at that time:

- Proof of the child's age (birth certificate or other evidence).

Additionally, the following information may be required by the issuing officer:

- Attendance of a parent or guardian with the child at the time the child applies for a certificate. Check with the issuing officer for his or her policy.
- A certificate from the principal of the school that the child attends setting out the child's grades. (This requirement may be waived for home-schooled children.)
- A certificate from a physician that has personally examined the child stating that the child is in good mental and physical health and is capable of performing labor without injury to his or her health and mental development. Check with the issuing officer for his or her policy.

**Step 4:** After all three sections of the form have been completed, the original must be provided to the child's employer. The issuing officer must retain a copy, and a copy must be mailed to:

**Department of Labor and Industrial Relations  
Division of Labor Standards  
P.O. Box 449  
Jefferson City, MO 65102-0449**

**Or fax to: 573-751-3721**

For more information on Missouri's child labor laws contact the Division of Labor Standards:

Phone: 573-751-3403    Email: [laborstandards@labor.mo.gov](mailto:laborstandards@labor.mo.gov)    Website: [www.labor.mo.gov/youth-employment](http://www.labor.mo.gov/youth-employment)

*Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.  
TDD/TTY: 800-735-2966 Relay Missouri: 711*