



HAWAII DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION - CHILD LABOR OFFICE
INSTRUCTIONS FOR FORM CL-1, APPLICATION FOR MINOR'S
CERTIFICATE OF EMPLOYMENT
(To be Used Only for Minors Under 16)

Minors 16 and 17 years of age should apply for a Certificate of Age, by presenting an *acceptable proof of age document to the Child Labor Office. You may also apply through the department's website at <http://labor.hawaii.gov/wsd>.

IMPORTANT: This application should be signed by the employer only if the minor is promised a job. **Before the minor starts working, a completed application (form CL-1) and an *acceptable proof of age document must be submitted to this office. A minor is NOT permitted to work until the employer receives a Temporary Authorization slip.**

The minor is not required to appear in person - anyone may return this application and the proof of age document either in person or by mail. You may fax the application, but the original CL-1 is required to be returned to this office before a certificate can be issued. If the employment is allowable under the Child Labor Law, a Certificate of Employment will be mailed to the employer. Certificates are issued only for employment with the employer named on this application.

RESTRICTIONS ON HOURS

Minors 14 and 15 years of age may work:

- Not more than 3 hours per day on a school day
- Not more than 8 hours per day on a non-school day
- During a school week, not more than 18 hours per week
- During a non-school week, not more than 40 hours per week
- On school days and the day before a school day: Between 7:00 a.m. and 7:00 p.m.
- On non-school days and the day before a non-school day: Between 6:00 a.m. and 9:00 p.m.

Other limitations: Not more than 6 consecutive days of work; Not more than 5 consecutive hours without at least a 30-minute rest or meal period.

This employment may also be subject to the federal child labor provisions under the Fair Labor Standards Act. For information, contact the U.S. Department of Labor (USDOL), Wage and Hour Division.

1 - 7. Type or print legibly and clearly the information on the minor.		
Employer to complete:		
8 - 8a.	Job and Title Minor Hired For	Enter the job the minor will be performing if this application is approved; some jobs are considered hazardous for 14 and 15 year olds.
9.	Employment to Begin On	Date the minor will start working.
10.	Hours of Work (a to e)	Employer must fill in the hours the minor will be working.
11 - 15.	Employer information	Fill in requested employer information.
16 - 17.	Employer/Representative Name	Employer/representative must print name, sign and date the application
Parent or guardian to complete:		
18.	Parent or guardian name, signature, address, phone	Minor's parent or guardian must print name, sign, and provide information.

***ACCEPTABLE PROOF OF AGE DOCUMENTS:**

- | | |
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| <ul style="list-style-type: none"> • Birth certificate • Driver's license • State of Hawaii ID • School record (NOT school ID) • Military ID (front and back of card) | <ul style="list-style-type: none"> • Court record • Baptismal certificate • Bible record • Hospital record • Immigration record (alien card, passport, visa) |
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NOTE: A social security card is NOT an acceptable proof of age document.

For further information, forms, and publications: Contact the Child Labor Office in your county at the locations listed below or on the internet at <http://labor.hawaii.gov/wsd>. Office hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday, except State holidays.

Hilo	State Building, Rm. 108, Hilo, HI 96720	Phone: (808) 974-6464
Kauai	3060 Eiwa Street, Rm. 202, Lihue, HI 96766	Phone: (808) 274-3351
Maui	2264 Aupuni Street, Wailuku, HI 96793	Phone: (808) 984-2075
Oahu	830 Punchbowl Street, Rm. 340, Honolulu, HI 96813	Phone: (808) 586-8777
West Hawaii	Post Office Building, P.O. Box 49, Kealahou, HI 96750	Phone: (808) 322-4808



HAWAII DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION - CHILD LABOR OFFICE

CL-1 APPLICATION FOR MINOR'S CERTIFICATE OF EMPLOYMENT

(To be Used for Minors Under 16 Only)

WARNING: A minor is NOT permitted to work until the employer receives a Temporary Authorization slip. The original signed CL-1 application must be completed and returned to the Child Labor Office **with an acceptable proof of age document** (a legible copy is acceptable). When approved, the employer will be issued a Temporary Authorization slip and the minor's Certificate of Employment. See additional information on the instruction sheet.

PRINT OR TYPE - MUST BE LEGIBLE: (Use black ink)

Minor's Information

1. Last Name of Minor, First Name, Middle Initial		2. <input type="checkbox"/> Male <input type="checkbox"/> Female	3. Age
4. Last four digits of minor's Social Security No. <u>xxx - xx -</u> _____		5. Home Phone ()	
6. Mailing Address of Minor	Apt	City	Zip Code
7. Name of School Attending		Year-round: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer to Complete

8. Job Minor Hired For		8a. Job Title		9. Employment to Begin On	
10. Hours of Work (See instruction for restrictions):					
	a. Start Time	b. End Time	c. # Minutes Break	d. # Hours/Day	e. # Days/Week
Monday - Friday					
Saturday					
Sunday					

Employer Information

11. Name of Business					
12. Business Address (Mailing Address if not same)				City	Zip Code
13. Employer DOL Number		14a. Business Phone ()		14b. Business Fax ()	
15. Type of Business					
16. Signature of Employer/Representative			Title		
Print or Type Name of Employer/Representative				17. Date of Application	

Parent or guardian to complete

This request for an employment certificate is made with my knowledge and consent:

18. Print Name of Parent or Guardian		Signature	
Address			Phone ()

FOR CHILD LABOR OFFICE USE ONLY

Proof of Age:	BC	HDL	I	MID	SR	SID	Other	Date of Birth
DLIR Official	Date TA Issued				CL-1 Ref No.			