



LABOR RELATIONS DIVISION

401 Broadway Blvd NE
Albuquerque, NM 87102
Phone: 505-841-4400
Fax: 505-841-4424

226 South Alameda Blvd
Las Cruces, NM 88005
Phone: 575-524-6195
Fax: 575-524-6194

WWW.DWS.STATE.NM.US

1596 Pacheco St, Suite 103
Santa Fe, NM 87505
Phone: 505-827-6817
Fax: 505-827-9676

INSTRUCTIONS FOR ISSUING WORK PERMIT CERTIFICATES

TO: School Superintendents, Principals, and Designated Issuing Officials

- A. Begin to complete the work permit certificate once the student has a prospective employer.
 - Inform the parent/guardian and/or student that the work permit will not be valid until the issuing official approves and signs certificate.
 - The issuing official must complete the portion of the certificate labeled "For official use."
- B. The student and their parent/guardian must complete lines 1-4.
- C. The issuing official must verify proof of age.
 - Examples of proof of age include but are not limited to: birth certificates, BIA records, passports, and government-issued identification.
- D. The employer must complete lines 5-9.
 - Note: The employer must certify and affirm that the student is not engaging in prohibited or hazardous work.
- E. The student must return the work permit to the issuing official for approval.
- F. The issuing official must make copies of the work permit certificate to be distributed as follows:
 - The employer must keep the original certificate for their records, and must post the certificate in a conspicuous place where the student is employed.
 - The issuing official must keep one copy for their records.
 - The issuing official must submit one copy to the New Mexico Department of Workforce Solutions' Child Labor Section by fax to 505-841-4424 or by email to Linda.Coronado-Arvi@state.nm.us.

If you have questions regarding this process, please call (505) 841-4400.

NOTE: All sections of the work permit certificate must be completed in compliance with state statutes.



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Work Permit Certificate - For Minors Under the Age of 16

Minors under the age of 16 are not allowed to work before 7am or after 7pm, except June 1st through Labor Day, when allowed to work until 9pm

1. Student's legal name Address City Zip code

2. Student's date of birth Type of proof of age (birth certificate, etc.)

3. Student's signature Parent/guardian's signature

4. Student's email address Parent/guardian's email address

5. Employer Address City Zip code Phone number

6. Describe in DETAIL the work that will be conducted by the student. Rate of Pay

7. I certify and affirm that the above referenced child is not engaged in a prohibited or hazardous occupation as established by the Fair Labor Standards Act (FLSA) or the New Mexico Child Labor Statutes. Such occupations include but are not limited to: explosives, pornography, serving alcoholic beverages, logging, mining, meat packing, wrecking, demolition, power driven equipment or construction related tools or apparatus. A comprehensive list may be viewed at www.dws.state.nm.us or may be obtained from the Child Labor Section.

8. Signature of employer Print name

9. Employer's email address

10. Issuing official's signature Title Phone number

11. Issuing official's email address

12. Office/School location Address City Zip code

NOTE: All sections of this work permit certificate must be completed to be in compliance with Child Labor Laws.

DISTRIBUTION: The issuing official must make copies of the work permit certificate to be distributed as follows: The employer must keep the original certificate for their records, and must post the certificate in a conspicuous place where the student is employed; the issuing official must keep one copy for their records, and must submit one copy to the New Mexico Department of Workforce Solutions' Child Labor Section by fax to 505-841-4424 or by email to Linda.Coronado-Arvi@state.nm.us.

FOR OFFICIAL USE
County Issue date Expiration date (one year after issue date)