



GEORGIA DEPARTMENT OF LABOR

148 INTERNATIONAL BLVD., N.E. ♦ ATLANTA, GEORGIA 30303-1751

MICHAEL L. THURMOND
COMMISSIONER

MEMORANDUM

To: Issuing Officers of Employment Certificates

From: Janice W. Connally *JWC*
Child Labor Chief

Subject: Issuance of Employment Certificates

Date: January 7, 2002

Request all persons responsible for issuing employment certificates read this memorandum.

1. The employment certificate has been modified to include the home telephone number and school of attendance of the minor, the Department of Labor account number of the employer and the Issuing Officer, and the hours of employment of the minor. Revision date on new employment certificates is October 2001.
2. The responsibility of the Issuing Officer under the law is the verification of the age of the minor, assuring the employment certificate is completed properly, and all three (3) copies are legible.
3. When issuing employment certificates, please ensure that the name, date of birth, social security number, job duties and hours of employment are correct and legible.
4. If a minor meets the age requirements of the law (12 years of age under state law) the employment certificate should be issued. The pink copy of the certificate (which is sent to the Child Labor Section) may be flagged with the concerns of the individual issuing the certificate.

5. If the Issuing Officer questions the safety of the job duties they should adhere to the following:

- A. Consider duties to be dangerous and a violation of the law – contact the appropriate authority as indicated below:

State law: Georgia Department of Labor
Child Labor Section
148 Andrew Young International Boulevard
Suite 810
Atlanta, GA 30303-1751
(404) 656-3613

Federal law: U.S. Department of Labor
Wage and Hour Division
61 Forsyth Street, Room M-10
Atlanta, GA 30303
(404) 562-2201

U.S. Department of Labor
Wage and Hour Division
124 Bernard Street, Room D-210
Savannah, GA 31401
(912) 652-4221

- B. Not sure if duties are permitted?

Contact the appropriate authority as indicated above OR
Issue the employment certificate and flag the pink copy
indicating your concern, and mail it to the Child Labor
Section.

6. Distribution of the Employment Certificate and Permanent Identification Cards.

- A. Employment certificates (DOL-4103)
 - (1) Original (White) - Employer
 - (2) 2nd Copy (Pink) - Child Labor Section, GDOL
 - (3) 3rd Copy (Yellow) - Issuing Officer

Assure the pink copies of the employment certificate are forwarded to the Georgia Department of Labor within 30 days of issuance as required by law.

Issuing Officers should retain their copies of the employment certificate as part of the minor's individual school file.

A. Permanent Identification Cards (Form DOL 4102)

The permanent identification card is given to the minor along with the original copy of the employment certificate. The minor keeps the ID card and presents the employment certificate to the employer. For subsequent jobs, the minor presents the ID card to the employer in lieu of the employment certificate. The employer must maintain a copy of the ID card or the original employment certificate on file at the work site.

Enclosed you will find a list of frequently asked questions, answers and instructions for completing the employment certificate, and a Child Labor Summary Sheet.

The Georgia Department of Labor would like to thank all Issuing Officers for the support, concern, and time given to make the workplace a safer and valuable working experience for minors. Personnel of the Child Labor Section is available, when scheduling is possible, for presentations on child labor to school classes, issuing officers, PTA's, employer groups, etc. Please call the Child Labor Section if you are interested.

Questions & Answers

WHO CAN BE AN ISSUING OFFICER?

Issuing Officers may be designated by the School Superintendent or the Principal Administrative Officer at a licensed private school.

WHAT IS THE PROPER WAY TO DESIGNATE AN INDIVIDUAL AS AN ISSUING OFFICER?

Write a letter to the Georgia Department of Labor, Child Labor Section listing those individuals authorized to sign as Issuing Officers in your jurisdiction.

WHO NEEDS AN EMPLOYMENT CERTIFICATE?

Anyone who has not reached their 18th birthday.

WHAT SHOULD BE DONE IF AN EMPLOYER REFUSES TO HIRE AN 18 YEAR OLD WITHOUT AN EMPLOYMENT CERTIFICATE?

Have the Issuing Officer contact the employer and explain the law or have the employer contact the Child Labor Section. If the employer is still not satisfied, issue the certificate. It would be better to issue a certificate than have an individual not get a job due to an employer's lack of understanding of the law.

MAY AN ISSUING OFFICER ISSUE EMPLOYMENT CERTIFICATES TO MINOR WHO DO NOT ATTEND THEIR SCHOOL?

Yes. The Issuing Officer may issue an employment certificate to ANYONE who presents the proper identification verifying their age. However, the employment certificate should reflect the name of the school the minor attends and the grade in the space marked "School of Attendance & Grade" in Section A.

WHO ISSUES EMPLOYMENT CERTIFICATE TO MINORS WHO DO NOT ATTEND SCHOOL, WHO ARE HOME SCHOOLED, OR RESIDE OUT OF THE STATE OF GEORGIA?

In order for a minor to be legally employed in Georgia, an employment certificate must be issued by an authorized Georgia Issuing Officer. Any authorized Issuing Officer may issue an employment certificate to any minor with proper identification which certifies the age of the minor.

TO WHOM MAY A PERMANENT IDENTIFICATION CARD BE ISSUED?

ID cards may be issued to any minor who has reached their 16th birthday.

MAY AN ISSUING OFFICER ISSUE AN EMPLOYMENT CERTIFICATE TO A MINOR ALIEN WHO DOES NOT HAVE A COPY OF HIS/HER BIRTH CERTIFICATE?

In accordance with the Alien Certification Unit of the Georgia Department of Labor in order for a minor alien to become legally employed in Georgia the following documents should be presented the Issuing Officer:

1. A copy of the parents permanent resident alien visa. If the parent does not have this document the minor is not eligible to work in Georgia.

2. If the minor presents the above, in order to be issued an employment certificate, the minor should also present one of the following:
 - (a) Birth Certificate
 - (b) Passport
 - (c) Parent's passport with minor included

If the minor meets the above requirements, the Issuing Officer should issue the Employment Certificate. Under these circumstances, the minor will not have a social security number. The parent's alien registration number should be used in lieu of the minor's social security number.

REQUIRED FIELDS OF THE EMPLOYMENT CERTIFICATE

The following fields must be completed before submission to the Child Labor Section:

Department of Labor account number for the Employer and the Issuing Officer (Sections B & C).

Job duties the minor will be performing (Section B).

Hours of Employment of the minor (Section B).

INSTRUCTIONS FOR COMPLETING AN EMPLOYMENT CERTIFICATE FOR MINORS UNDER AGE 18

BLOCK A

Minor completes and signs Block A.

Address should include a street number and name, city, state and zip code

Telephone number should be listed if applicable.

Assure age and date of birth are consistent.

When minor receives a job offer, he gives the form to the employer.

BLOCK B

Employer completes and signs Block B.

Ensure Street Address, City, and Zip Code are complete.

Ensure Phone Number is complete.

Ensure Job Duties is complete.

Ensure DOL account number is complete. *100093-04*

Employer returns certificate to minor.

BLOCK C

After Blocks A & B have been completed and signed, minor takes the employment certificate to an authorized issuing officer.

Issuing officer:

1) County Superintendent of Schools or his/her designee. (Each school usually has personnel designated as issuing officers.

2) Principal Administrative Officer of a licensed private school or designee.

Issuing office reviews Blocks A & B for completeness and signatures.

Issuing officer completes and signs Block C (DOL account number is required).

Issuing officer makes distribution of the form. (White - Employer; Pink - Child Labor; Yellow - Minor's School File)

NOTE: Home schooled minors, minors not attending school, minors from out-of-state must have their certificates issued by one of the above sources. These minors should take their birth certificate to the issuing officer.

After the issuing officer has completed Block C, he/she will present the original (white) copy of the employment certificate to the minor.

The minor takes the original (white) copy of the certificate to the employer.

The employer must maintain this copy of the certificate at the work site as long as the minor is employed.

NOTE: Minors 16 & 17 years of age that are issued a permanent identification card (Form DOL-4102) should retain the card themselves. Minor should present their first employer with the original copy of the employment certificate. On subsequent employment, minor should present the ID card to the employer. Employer should make a copy of the ID card for minor's personnel file and return the original to the minor. The employer keeps a copy of the ID card on file at the work site as long as the minor is employed.

CHILD LABOR SUMMARY SHEET

When there is a difference in state, federal or local law regarding child labor, the law providing the most protection to the minor takes precedence.

Below are the more restrictive requirements for employing a minor.

JURISDICTION

MINIMUM AGE	14 Years of Age	FEDERAL
EMPLOYMENT CERTIFICATE (Work Permit)	17 Years of Age & Under	STATE
(Includes home schooled minors & minors from out-of-state working in Georgia)	Obtained from Georgia School attended OR County School Superintendent	
HOURS OF WORK Minors 14 & 15 Years of Age	3 Hours (school day) 8 Hours (non-school day) 18 Hours (school week) 40 Hours (non-school week) Not during normal school hours. Not before 7 a.m. Not after 7 p.m. (Evening hours extended to 9 p.m. June 1 to Labor Day).	FEDERAL
HAZARDOUS OCCUPATIONS Minors 17 Years of Age & Younger	Manufacturing & storing explosives; motor vehicle driving & outside helper; coal mining; logging & sawmilling; power-driven woodworking machines; exposure to radioactive substances; power-driven hoisting apparatus; power-driven metal-forming, punching, and shearing machines; mining; slaughtering; meat-packing, processing or rendering; power-driven bakery machines; power-driven paper products machines; manufacturing brick, tile, & kindred products; power-driven circular saws, band saws, & guillotine shears; wrecking; demolition, & shipbreaking operations; roofing operations; excavation operations.	FEDERAL
ALCOHOLIC BEVERAGES	May not: Dispense, serve, sell or take orders for alcoholic beverages. (EXCEPTION: Where alcohol is sold for consumption OFF the premises). NOTE: Local law may be more restrictive.	STATE
PROHIBITED OCCUPATIONS Minors 15 Years of Age & Younger	Machinery; motor vehicles; equipment; food process; fixtures; railroads; unguarded gears; vessels or boats; dangerous gases or acids; communication or public utilities; freezers; meat coolers; loading and unloading trucks, railroad cars, conveyors, etc.; warehouses; scaffolding or construction; mines, coke breaker, coke oven, or quarry.	STATE
	Manufacturing; mining; public messenger service; construction; work in/about Boilers or Engine Rooms; cooking; (Includes power mowers or cutters - including weed eaters).	FEDERAL
MINORS IN ENTERTAINMENT	Requires special application and certificate of consent. Certificate of consent must be issued by Georgia Child Labor Section prior to minor beginning work.	STATE

NOTE: Minors working for a parent/guardian who owns the business are exempt from all but the hazardous/prohibited occupation restrictions.

Child Labor personnel are available, when scheduling is possible, for presentations to school classes, issuing officers, PTA's, employer groups, etc. Please contact the Child Labor Section if you are interested.

FOR MORE DETAILED INFORMATION ON CHILD LABOR PLEASE CALL:

Georgia Department of Labor

Child Labor Section (404) 656-3613

www.dol.state.ga.us

U.S. Department of Labor

Wage & Hour Division (404) 562-2201 (Atlanta)

(912) 652-4221 (Savannah)

DOL-4111 (R-5/00)

COUNTY _____
(of Issuing Officer)

Georgia Department of Labor
Suite 810
148 Andrew Young International Blvd., N.E.
Atlanta, Georgia 30303-1751
(404) 656-3613
www.dol.state.ga.us

EMPLOYMENT CERTIFICATE FOR MINORS UNDER AGE 18

A	INFORMATION ON MINOR (PLEASE PRINT)
	Name _____
	Street _____
	City _____ State _____ Zip Code _____
	Age _____ Date of Birth _____ <small>MONTH DAY YEAR</small>
	Social Security No. _____
	Parent or Guardian's Name: _____
	Home Phone No. _____
	School of Attendance & Grade _____
	Signature of Applicant _____

B	EMPLOYER INFORMATION (PLEASE PRINT)
	Employer's DOL Account No. _____
	Name of Employer _____
	Physical Address _____
	City _____ State _____ Zip Code _____
	Phone No. _____ Type of Industry _____
	*Job Duties _____
*Hours of Employment _____	
_____ <small>SIGNATURE & TITLE OF COMPANY OFFICIAL</small>	
_____ <small>DATE</small>	

C	ISSUING OFFICER (PLEASE PRINT)
	(Principal Administrative Officer of Public or Private School or Authorized Agent)
	The above applicant appeared before me and hereby makes request for this "Employment Certificate" in compliance with state Law.
	_____ <small>SIGNATURE OF ISSUING OFFICER</small>
	_____ <small>TITLE</small>
	Issuing Officer's DOL Account No. _____
	Name of School _____
	Address _____
	City _____ State _____ Zip Code _____
	Date of Issuance _____
Permanent ID Card Issued (16 & 17 year olds only): <input type="checkbox"/> Yes <input type="checkbox"/> No	

INSTRUCTIONS FOR COMPLETING THIS FORM
Block A (Information on Minor) (Must be completed first) Minor completes and signs Block A. Address should include a street number, street name, city and zip code. Assure age and date of birth are consistent. Signature should be written NOT PRINTED . When minor receives a job offer he furnishes form to employer.
Block B (Employer Information) (Completed AFTER Block A is completed) Employer completes and signs Block B. Assure street address, city, and zip code are completed. Assure phone number is completed. Assure type of work to be performed is completed. Employer returns certificate to minor.
Block C (Issuing Officer) (Completed AFTER Block A & B are completed) Minor takes Certificate to an authorized GEORGIA Issuing Officer. Issuing Officer must be registered with the Georgia Department of Labor. Issuing Officers: County Superintendent of Schools or his designee. (Each school usually has personnel designated as Issuing Officers). Principal Administrative officer of a licensed private school or his designee. Minors who are home schooled/not attending school/from out-of-state must have certificate issued by one of the above sources.

HAZARDOUS OCCUPATIONS (Federal Restrictions)
Minors <u>under 18 years of age</u> shall not be employed in the following occupations which are considered to be hazardous: Manufacturing and storing explosives; motor-vehicle driving and outside helper; coal mining; logging and sawmilling; power-driven woodworking machines; exposure to radioactive substances; power-driven hoisting apparatus; power-driven metal-forming, punching, and shearing machines; mining; slaughtering; meat-packing, processing, or rendering; power-driven bakery machines; power-driven paper products machines; manufacturing brick, tile, and kindred products; power-driven circular saws, band saws and guillotine shears; wrecking; demolition, and shipbreaking operations; roofing operations; and excavation operations.

HAZARDOUS OCCUPATIONS (State Restrictions)
Minors <u>under 16 years of age</u> shall not be employed to work at or in the vicinity of occupations connected with: Machinery; motor vehicles; equipment; food process; fixtures; railroads; unguarded gears; vessels or boats; dangerous gases or acids; communication or public utilities; freezers; meat coolers; loading and unloading trucks, railroad cars, conveyers, etc.; warehouses; scaffolding or construction; mines, coke breaker, coke oven, or quarry. EXCEPTION: Office work where administrative policy forbids access to hazards whether or not enumerated herein. (For a more detailed explanation see Section 300-7-2-.01 of the Georgia Laws and Rules Regulating Employment of Children).

HOUR RESTRICTIONS
Federal hour restrictions are more restrictive than state restrictions therefore take precedence.
HOURS OF WORK: Minors 15 years of age and under.
Federal law: 3 hours on school days 8 hours on non-school days 18 hours a week (school week) 40 hours a week (non-school week) Not before 7 a.m. or after 7 p.m. (9 p.m. for period June 1 - Labor Day)
For information on Federal Child Labor phone: Atlanta: (404) 562-2201 Savannah: (912) 652-4221

* Required Fields

NOTE: When there is a difference in law (federal, state and/or local) the law providing the most protection to the minor takes precedence.

DOL-4103 (R-10/01)

Equal Opportunity Employer/Program • Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

EMPLOYER COPY (IF UNDER 16)
ID CARDS ARE ISSUED FROM THIS CERTIFICATE IF 16 OR 17