# Permission to Employ Form: Instructions

All forms related to the employment certificate process can be obtained at our website at http://www.doli.virginia.gov/ through the link on the left sidebar titled "Request a Permit".

**THE YOUTH SHOULD NOT BEGIN THE APPLICATION PROCESS UNTIL THEY HAVE A FORMAL OFFER OF EMPLOYMENT**

All fields should be completed, if the field is not applicable to your child, please write "N/A" in the field. If your child is homeschooled, please indicate in the School field by writing "Homeschooled".

The parent/guardian/custodian is required to have this form notarized, by a notary commissioned to operate in the state of Virginia, with accompanying notary seal and signature, before submitting.

The Employer Intent to Employ form, which ***must*** be completed by the employer, must be submitted at the same time as this form.An employment certificate will not be issued until we receive both ***original*** forms. ***Faxed or e-mailed copies will not be accepted.***

If you have questions relating to the employment certificate process, please contact our office at:
Virginia Department of Labor and Industry
Central Virginia Regional Office
1570 East Parham Road
Richmond, Virginia 23228
(804) 292-6104

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VIRGINIA DEPARTMENT OF
LABOR AND INDUSTRY

# PERMISSION FOR EMPLOYMENT

(In accordance with Sections §40.1-84 & §40.1-92 Code of Virginia)

## PARENT/GUARDIAN/CUSTODIAN

(THIS FORM **MUST** BE NOTARIZED)

*Please Print Clearly*

I consent to my child's employment as indicated below:

NAME OF MINOR: _____ (First) _____ (Last) _____ (MI)

DATE OF BIRTH: _____ (Day) _____ (Month) _____ (Year) Sex: F M (Circle One)

ADDRESS: _____ (Street) _____ (City) _____ (State) _____ (Zip)

NAME OF SCHOOL ATTENDING: _____

TO BE EMPLOYED AT: _____

PHYSICAL ADDRESS OF THE EMPLOYER: (Post Office Boxes Not Accepted)

ADDRESS: _____ (Street) _____ (City) _____ (State) _____ (Zip)

PARENT/GUARDIAN/CUSTODIAN NAME _____

ADDRESS: _____ (Street) _____ (City) _____ (State) _____ (Zip)

PHONE #: _____ WORK/CELL #: _____

EMAIL: _____

COMMONWEALTH OF VIRGINIA

City/County of _____

_____ (Date) _____ (Name of Parent)

Appeared before me and signed the Permission for Employment Form on

_____
Date

_____ (Notary) Commission Expires: _____ Date

_____
(Parent/Guardian/Custodian Signature)
(SIGN **ONLY** IN THE PRESENCE OF NOTARY)

_____
Date

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF LABOR AND INDUSTRY
1570 EAST PARHAM ROAD
RICHMOND, VIRGINIA 23228

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY