

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) 371-3104 ext. 242

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

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

