



**LABOR RELATIONS DIVISION - LABOR AND INDUSTRIAL BUREAU
CHILD LABOR SECTION**

INSTRUCTIONS FOR ISSUING WORK PERMIT CERTIFICATES

TO: School Superintendents, Principals, and designated Issuing Officials

- A.** Once the student has a prospective employer, you can begin to complete the work permit certificate. Let the parent and/or students know that the work permit will not be valid until the issuing official approves and signs off at the bottom of the form.
- B.** Have the student and parent/guardian complete lines 1 - 4.
- C.** The issuing official must verify evidence of age. (Birth certificate, passport, school records etc.)
- D.** Have the student take the permit to the employer to complete lines 5- 9.
Employer must certify and affirm that the student is not engaging in hazardous or dangerous work.
- E.** The student will return the work permit to the issuing official for your approval.
- F.** The issuing official will make copies of the work permit certificate and give the original white copy to the student to return to the employer.
- G.** The issuing official will keep one copy for his/her records and send one copy to the New Mexico Department of Workforce Solutions, Labor Relations Division, Labor and Industrial Bureau, Child Labor Section, 1596 Pacheco Street, Santa Fe, New Mexico 87505, or fax to **505-827-6875** or email to Tiffany.Starr-Salcido@state.nm.us .

If you have questions regarding the issuance process contact Tiffany Starr-Salcido, Child Labor Specialist at **505-827-0091**.

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

