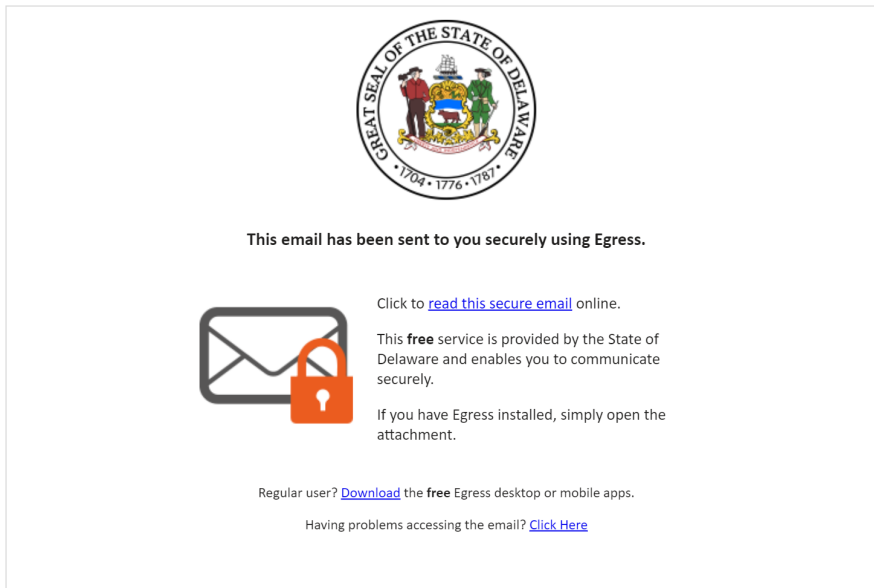


How to Obtain Your Work Permit

1. Print the work permit out, complete the middle section (**Minors information**)
2. Have the employer fill out the top section (**Employer Information**)
3. Send an email to WorkPermits@Delaware.gov with the subject **Work Permit Application**
4. **Do NOT attach the application or any documentation to this email. You will receive a reply that will allow you to submit the application and supporting documentation securely.**
5. You will receive an email response indicating **This email has been sent to you securely via Egress**



6. Follow the [read this secure email](#) online link. This will take you to the State of Delaware's secure email system.
7. If you already have an Egress ID you may login and read your message. If you do NOT have an existing Egress ID use the [create it for free](#) link found above the login space.
8. Once you open your message you may submit your application and supporting documentation by replying to this message.

Optionally, you may fax the completed form to 302-736-9196

LEGAL HOURS OF EMPLOYMENT
FOR MINORS 14 THROUGH 17 YEARS OF AGE

MINOR MAY NOT WORK MORE THAN 5 HOURS CONTINUOUSLY WITHOUT A NON-WORK PERIOD OF AT LEAST 30 MINUTES

THE MINIMUM AGE OF EMPLOYMENT IN DELAWARE IS FOURTEEN (14)

EMPLOYER IS REQUIRED TO HAVE PERMITS FOR ALL EMPLOYEES UNDER THE AGE OF 18

AGE 14 - 15 NO MINOR 14 - 15 YEARS OF AGE SHALL WORK BEFORE 7:00 A.M. OR AFTER 7:00 P.M. - except from June 1st through Labor Day when the evening hour shall be 9:00 p.m.

HOURS OF WORK FOR 14 - 15 Not more than 4 hours per day on school days*
Not more than 8 hours per day on non-school days
Not more than 18 hours in any week when school is in session for 5 days
Not more than 6 days in any week
Not more than 40 hours per week

*If the employer is covered by federal law, minor is limited to three hours on school days

AGE 16 - 17 Minors 16 and 17 years of age may not spend more than 12 hours in combination of school hours and work hours per day. They must have at least 8 consecutive hours of non-work, non-school time in each 24 hour period

CONTACT THE DELAWARE DEPARTMENT OF LABOR FOR A LIST OF PROHIBITED OCCUPATIONS

**DELAWARE DEPARTMENT OF LABOR
CHILD LABOR WORK PERMIT FOR MINOR**

PLEASE PRINT OR TYPE

EMPLOYER INFORMATION

Company Name:

Address:

City/State/Zip:

Description of Minor's Duties:

Telephone No.:

Hourly Wage
To Be Paid:

Employer's Signature:

Print Name:

MINOR INFORMATION

Name:

Address:

City/State/Zip:

Telephone No.:

Name of School
Minor Attends:

Minor's Signature:

Parent/Guardian Signature:
(if required)

PERMIT NOT VALID UNLESS THIS SECTION IS COMPLETED BY AN ISSUING OFFICER

Minor's Birthdate:

Age:

Proof:

School/Office Issuing Permit:

Issuing Officer's Signature and Date:

Subject to Review by the
Delaware Department of Labor
Office of Labor Law Enforcement
4425 N. MARKET STREET, WILMINGTON DE 19802
Wilmington: (302) 761-8200 / Dover: (302) 422-1134

**INSTRUCTIONS FOR COMPLETING
CHILD LABOR WORK PERMIT**

STEP 1

MINOR:

1. COMPLETE THE SECTION MARKED "MINOR". IF YOU ARE 14 OR 15 YEARS OF AGE, YOUR PARENT OR LEGAL GUARDIAN MUST SIGN THE PERMIT.
2. TAKE THE CERTIFICATE TO YOUR PROSPECTIVE EMPLOYER AND ASK THEM TO COMPLETE THE SECTION MARKED "EMPLOYER".
3. **IN PERSON** RETURN THE COMPLETED FORM TO AN ISSUING OFFICER AT YOUR SCHOOL OR AT YOUR LOCAL DEPARTMENT OF LABOR OFFICE. YOU MUST PROVIDE THE ISSUING OFFICER WITH ONE OF THE FOLLOWING PROOFS OF AGE: BIRTH CERTIFICATE; BAPTISMAL CERTIFICATE; PASSPORT; SCHOOL RECORD; VALID DRIVER'S LICENSE.
4. YOU MUST GET A NEW PERMIT WHEN YOU CHANGE EMPLOYERS.

STEP 2

EMPLOYER:

1. COMPLETE ALL "EMPLOYER INFORMATION" INCLUDING DELAWARE ADDRESS AND PHONE NUMBER. RETURN TO THE CHILD. (S)HE WILL TAKE THE APPLICATION TO AN ISSUING OFFICER AND RETURN IT TO YOU AFTER THE WORK PERMIT HAS BEEN CERTIFIED.
2. DO NOT ACCEPT WORK PERMIT UNLESS IT IS DATED AND SIGNED BY AN ISSUING OFFICER.
3. KEEP EMPLOYER COPY ON FILE - IT IS REQUIRED BY LAW.

STEP 3

ISSUING OFFICER:

1. FORM MUST BE FILLED OUT AND SIGNED BY MINOR AND PARENT OR GUARDIAN (IF THE CHILD IS AGED 14 OR 15) AND THE EMPLOYER.
2. EMPLOYER MUST HAVE COMPLETED "COMPANY NAME, ADDRESS, AND PHONE NUMBER" PORTIONS OF THE PERMIT.
3. YOU MUST VERIFY MINOR'S AGE.
4. GIVE MINOR "EMPLOYER COPY" TO RETURN TO THE EMPLOYER.
5. MAIL DDOL COPY TO:
**DEPARTMENT OF LABOR
OFFICE OF LABOR LAW ENFORCEMENT
4425 N. MARKET STREET
WILMINGTON, DE 19802**