

## Youth Employment Certificate (Working Papers)

### Employment of Minors in the State of New Hampshire

New Hampshire Youth Employment Certificates (Working Papers) are required for any youth 12 to 15 years of age and must be on file at the employer's place of business within three (3) business days of the first day of youth's employment.

Working Papers can only be obtained **AFTER** a job has been secured. New Working Papers must be acquired for each job obtained until the age 16.

- ❖ The employer should provide the youth with an "Employer's Request for Child Labor" form. This form should be filled out by the employer, signed, provide the employer's federal ID number, and contain a detailed description of the work being done by this youth.
- ❖ The youth and/or parent/guardian must take the completed Employer's Request for Child Labor form and proof of age (birth certificate, passport, baptismal certificate, immigration record, or a religious or official record bearing minor's age) to one of the following locations:

#### ***Portsmouth High School Main Office 50 Andrew Jarvis Drive, Portsmouth***

*Portsmouth High School students only may obtain Working Papers at Portsmouth High School.*

During the school year, office hours are 8:00 a.m. until 3:30 p.m. Please feel free to call 436-7100 with any questions.

#### ***Portsmouth School Department 1 Junkins Avenue, Suite 402, Portsmouth***

Hours to obtain Working Papers are Monday through Thursday from 8:00 a.m. to 3:30 p.m. and Friday from 8:00 a.m. to 12:30 p.m.

**For youth ages 16 and 17**, employers are required to have on file at the work place, at the time employment begins, written permission by the parent/guardian of a 16 or 17 year old permitting the youth's employment.

The State of New Hampshire does not provide Working Papers for any state outside of New Hampshire. If you live in New Hampshire and will be working in Massachusetts or Maine, you will have to obtain Working Papers in the state you will be employed.

#### **Supporting Documents:**

[Employer's Request for Child Labor](#)

Request for Work Permit- Obtain at PHS for PHS students only.

[Parental Permission for Employment of Youth Age 16 & 17](#)

[State of NH Child Labor Information Guide](#)