Guide to Completing Iowa Child Labor Application/Work Permit

1. Youth (normally 14/15 years of age) is offered a job.

2. Print the Iowa Child Labor Application/Work Permit from the Division of Labor website.

3. Youth and parent complete applicable sections of the work permit.

4. Youth takes work permit to the employer along with one of the following proofs of age:

   - Certified birth certificate issued by a government agency
   - Current passport
   - Certified baptismal record showing date and place of birth and place of minor's baptism
   - Physician's certification of minor's age available on the Division of Labor website.
   - If the above are not available, provide federal identification such as visa or resident alien/green card

   Do not use driver's license/permit, social security card, parent statement, I-9 form, etc. as proof of age.

5. The employer is responsible for completing the Business/Employer's Information section of the work permit. The employer shall examine the proof of age and retain a copy on file with the work permit. Indicate on the form which proof of age was examined.

6. The employer shall review the Iowa Child Labor Law sheet (page 3) and determine that all the duties and hours are allowed.

7. The employer shall print their name and title and sign the work permit. Include the date the work permit was completed. This should be done before the youth starts work.

8. The employer shall copy the work permit. Within 3 days of youth starting work, employer shall submit a copy to Iowa Division of Labor – Child Labor by one of the following methods:
   - Email - An autoreply will be sent as acknowledgment.
   - Fax to 515-725-7957. Retain transmittal as proof of submission.
   - Mail to Iowa Division of Labor - Child Labor, 1000 East Grand Avenue, Des Moines, IA 50319-0209. An email will be sent confirming receipt.

If you have any questions, please contact:

Iowa Division of Labor
Child Labor
1000 East Grand Avenue
Des Moines, IA 50319-0209
Phone: 515-242-5869
Fax: 515-725-7957
Email: iachildlabor@iwd.iowa.gov
www.iowadivisionoflabor.gov/child-labor

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
For deaf and hard of hearing, use Relay 711.

IOWA CHILD LABOR APPLICATION/WORK PERMIT

All information on this form is to be legibly printed or typed, except for signatures. For more information or questions, contact the Iowa Division of Labor, Child Labor, 1000 East Grand Avenue, Des Moines, IA 50319 or call 800-562-4692 or fax 515-725-7957or email iachildlabor@iwd.iowa.gov or visit iowadivisionoflabor.gov/child-labor.

MINOR'S INFORMATION

Last Name	First Name	Middle Initial

Age	Date of Birth	Last School Grade Completed	Gender	Place of Birth (City and State)
			☐ Male ☐ Female	

Mailing Address	City	State	Zip

Minor's Signature	Date Signed

PARENT/GUARDIAN/CUSTODIAN/HEAD OF A MIGRANT FAMILY'S INFORMATION

Last Name	First Name	Middle Initial

Mailing Address	City	State	Zip	Daytime Phone

Signature of Parent/Guardian/Custodian/Head of Migrant Family*	Date	Email

*Signature required only for minor younger than 16.

BUSINESS/EMPLOYER'S INFORMATION

Business/Employer's Name	Type of Business

Mailing Address	City	State	Zip

Address Where Minor is Working	City	State	Zip

Phone Number	Fax Number	Email

Proof of Minor's Age Provided:

☐ Certified Birth Certificate ☐ Current Passport ☐ Certified Baptismal Record ☐ Federal Document such as Resident Alien Card or Visa ☐ Physician's Certificate

I have examined and copied the proof of minor's age required to file this child labor work permit. I have retained the proof of minor's age and completed application/work permit.

I agree to employ this minor in the named business in compliance with the Iowa child labor laws and rules. I have read and understood the Iowa child labor laws (see the following page) and rules that apply to this minor.

By my signature below, I certify that the information contained in this document is true and accurate to the best of my knowledge.

Print Name of Employer Representative Completing this Form: _____ Title: _____

Employer's Signature: _____ Date of Completion: _____

Minor's Work Start Date: _____

Employer shall submit copy of application/work permit to the Iowa Division of Labor at the address above within 3 days of minor starting work.

Iowa Child Labor Law (Iowa Code Chapter 92)

92.2 OVER TEN AND UNDER SIXTEEN YEARS OF AGE

A person over ten and under sixteen years of age cannot be employed, with or without compensation, in street occupations or migratory labor as defined in section 92.1, unless the person holds a work permit issued pursuant to this chapter.

Notwithstanding section 92.7, a person with a permit to engage in migratory labor shall only work between 5:00 a.m. and 7:30 p.m. from Labor Day through June 1, and between 5:00 a.m. and 9:00 p.m. for the remainder of the year.

Notwithstanding section 92.7, a person with a permit to engage in street occupations shall only work between 4:00 a.m. and 7:30 p.m. when local public schools are in session and between 4:00 a.m. and 8:30 p.m. for the remainder of the year.

92.3 UNDER FOURTEEN PERMITTED OCCUPATIONS

No person under fourteen years of age shall be employed or permitted to work with or without compensation in any occupation, except in the street trade occupations or migratory labor occupations specified in section 92.1. Any migratory laborer twelve to fourteen years of age may not work prior to or during the regular school hours of any day of any private or public school which teaches general education subjects and which is available to such child.

92.5 FOURTEEN AND FIFTEEN PERMITTED OCCUPATIONS

Persons fourteen and fifteen years of age may be employed or permitted to work in the following occupations:

1. Retail, food service, and gasoline service establishments.
2. Office and clerical work, including operation of office machines.
3. Cashiering, selling, modeling, art work, work in advertising departments, window trimming and comparative shopping.
4. Price marking and tagging by hand or by machine, assembling orders, packing and shelving.
5. Bagging and carrying out customers' orders.
6. Errand and delivery work by foot, bicycle, and public transportation.
7. Clean-up work, including the use of vacuum cleaners and floor waxers, and maintenance of grounds.
8. Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, including but not limited to, dishwashers, toasters, dumb-waiters, popcorn poppers, milk shake blenders, and coffee grinders.
9. Work in connection with motor vehicles and trucks if confined to the following:
   a. Dispensing gasoline and oil.
   b. Courtesy service.
   c. Car cleaning, washing and polishing. Nothing in this subsection shall be construed to include work involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.
10. Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing and stocking goods when performed in areas physically separate from areas where meat is prepared, for sale and outside freezers or meat coolers.
11. Other work approved by the rules adopted pursuant to chapter 17A by the labor commissioner.

92.6 FOURTEEN AND FIFTEEN OCCUPATIONS NOT PERMITTED

1. Persons fourteen and fifteen years of age may not be employed in:
   a. Any manufacturing occupation.
   b. Any mining occupation.
   c. Processing occupations, except in a retail, food service, or gasoline service establishment in those specific occupations expressly permitted under the provisions of section 92.5.
   d. Occupations requiring the performance of any duties in workrooms or work places where goods are manufactured, mined, or otherwise processed, except to the extent expressly permitted in retail, food service, or gasoline service establishments under the provisions of section 92.5.
   e. Public messenger service.
   f. Operation or tending of hoisting apparatus or of any power-driven machinery, other than office machines and machines in retail, food service, and gasoline service establishments which are specified in section 92.5 as machines which such minors may operate in such establishments.
   g. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.
   h. Occupations in connection with the following, except office or sales work in connection with these occupations, not performed on transportation media or at the actual construction site:
      (1) Transportation of persons or property by rail, highway, air, on water, pipeline, or other means.
      (2) Warehousing and storage.
      (3) Communications and public utilities.
      (4) Construction, including repair.
   i. Any of the following occupations in a retail, food service, or gasoline service establishment:
      (1) Work performed in or about boiler or engine rooms.
      (2) Work in connection with maintenance or repair of the establishment, machines, or equipment.
      (3) Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds, or their substitutes.
      (4) Cooking except at soda fountains, lunch counters, snack bars, or cafeteria serving counters, and baking.
      (5) Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
      (6) Work in freezers and meat coolers and all work in preparation of meats for sale, except wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas.
      (7) Loading and unloading goods to and from trucks, railroad cars, or conveyors.
      (8) All occupations in warehouses except office and clerical work.
2. Nothing in this section shall be construed as prohibiting office, errand, or packaging work when done away from moving machinery.

92.7 UNDER SIXTEEN HOURS PERMITTED

A person under sixteen years of age shall not be employed with or without compensation, except as provided in sections 92.2 and 92.3, before the hour of 7:00 a.m. or after 7:00 p.m., except during the period from June 1 through Labor Day when the hours may be extended to 9:00 p.m. If such person is employed for a period of five hours or more each day, an intermission of not less than thirty minutes shall be given. Such a person shall not be employed for more than eight hours in one day, exclusive of intermission, and shall not be employed for more than forty hours in one week. The hours of work of persons under sixteen years of age employed outside school hours shall not exceed four in one day or twenty-eight in one week while school is in session.

92.8 UNDER EIGHTEEN PROHIBITED OCCUPATIONS

No person under eighteen years of age shall be employed or permitted to work with or without compensation at any of the following occupations or business establishments:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Occupations of motor vehicle driver and helper.
3. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
4. Occupations involved in the operation of power-driven woodworking machines.
5. Occupations involving exposure to radioactive substances and to ionizing radiations.
6. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
7. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
8. Occupations in connection with mining.
9. Occupations in or about slaughtering and meat packing establishments and rendering plants.
10. Occupations involved in the operation of certain power-driven bakery machines.
11. Occupations involved in the operation of certain power-driven paper products machines.
12. Occupations involved in the manufacture of brick, tile and related products.
13. Occupations involved in the operation of circular saws, band saws and guillotine shears.
14. Occupations involved in wrecking, demolition and shipbreaking operations.
15. Occupations involved in roofing operations.
16. Excavation occupations.
17. In or about foundries; provided that office, shipping, and assembly area employment shall not be prohibited by this chapter.
18. Occupations involving the operation of laundry, dry cleaning, or dyeing machinery.
19. Occupations involving exposure to lead fumes or its compounds, or to dangerous or poisonous dyes or chemicals.
20. Occupations involving the transmission, distribution, or delivery of goods or messages between the hours of 10:00 p.m. and 5:00 a.m.
21. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.