



LABOR RELATIONS DIVISION

401 Broadway Blvd NE
Albuquerque, NM 87102
Phone: 505-841-4400
Fax: 505-841-4424

WWW.DWS.STATE.NM.US

Defendant's Exhibit

DX-5675

Case Number:
D-101-CV-2023-02838

INSTRUCTIONS FOR FILLING OUT A WORK PERMIT

Once a minor, ages 14 - 15, has a prospective employer, the minor may begin the work permit process. The work permit is not valid until an issuing official signs the permit in Section 3.

Section 1: Minor's Information

- The minor and their parent/guardian must legibly complete every field in this section.
- In "Type of proof of age," write the name of the document that will be shown to the issuing official to verify the minor's age. This must be an *original* (not a copy or duplicate) and include the minor's name and date of birth. Examples include a birth certificate, passport, government-issued identification card, a Native American Tribal document or Bureau of Indian Affairs record, a proof of school record, or another official document that displays the minor's name and date of birth.
- After this section is complete, the minor must provide their prospective employer with the work permit, who will fill out Section 2.

Section 2: Employer's Information

- The prospective employer must legibly complete every field in this section.
- The employer must affirm with their signature that the minor will not be engaging in prohibited or hazardous work. Such prohibitions include but are not limited to, for example, being around belted machines while in motion or electrical hazards, being in establishments where alcoholic beverages are made, packaged or stored, using power-driven wood working machines, mining, meat packing, and demolition. Please view the complete list at <https://www.dws.state.nm.us/Child-Labor>. If unsure if the occupation is prohibited, contact the Labor Relations Division Child Labor Section at (505) 841-4400.
- After this section is complete, the minor must take the work permit to an issuing official, who will fill out Section 3. A valid "issuing official" can be a school principal or superintendent, another designated school officer (like a counselor), a designated employee of the Labor Relations Division, or a staff person at the nearest America's Job Center New Mexico location.

Section 3: Issuing Official's Information

- The issuing official must legibly complete every field in this section.
- Use the official document provided by the minor to verify the minor's age.
- Make two copies of the finalized permit and distribute them as follows: keep one copy for the issuing official's records, and submit the other copy to the Labor Relations Division's Child Labor Section via fax to (505) 841-4424 or email to childlabor@dws.nm.gov.
- Return the original to the minor, who must give it to the employer.

Please contact the Labor Relations Division's Child Labor Section with any questions about this process at (505) 841-4400.

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Work Permit

This permit is only required for minors ages 14-15. Minors under the age of 16 are not allowed to work before 7am or after 7pm, except June 1st through Labor Day, when allowed to work until 9pm.

Section 1: Minor's Information

Legal Name: _____ Age: _____ Date of birth: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Type of proof of age: _____
Minor's email: _____ Minor's signature: _____
Parent/Guardian name: _____ Parent/Guardian email: _____
Parent/Guardian signature: _____ Parent/Guardian phone number: _____

Section 2: Employer's Information

Employer/Company Name: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Phone number: _____
Employer email: _____ Rate of pay: \$ _____
Describe in DETAIL the work that will be conducted by the minor: _____

I certify and affirm that the above referenced minor is not engaged in a prohibited or hazardous occupation as established by the Fair Labor Standards Act (FLSA) or the New Mexico Child Labor Statutes.

Name: _____ Signature: _____

Section 3: Issuing Official's Information

Name: _____ Title: _____
Email: _____ Phone number: _____
Office/School: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Signature: _____
County: _____ Issue date: _____ Expiration date (one year after signature): _____