



## Procedures for Obtaining a Youth Employment Certificate

1. Download and print a blank Youth Employment Certificate from the following internet site:

<http://www.dol.state.nc.us/wh/yec.pdf>

Computer access may be available at schools, public libraries or at home. As a last resort, some limited supplies may be available through your local Department of Social Services office.

2. The youth should complete the top sections from “Name” down through “Zip Code”.
3. The employer should complete the remaining sections from “Job Description” down through “Area Code and Phone Number” **and** sign the form. **Note:** Employer must appropriately mark the “ABC Permit” section.
4. Obtain the signature of a “parent” or “guardian”.
5. Take the completed certificate **along with a “proof of age” document** (birth certificate, driver’s license, etc.) to the local Department of Social Services office or location of an approved designee. Once the information has been verified, the youth will be asked to sign the form in the presence of the issuing officer.
6. Provide a copy of the “issued” certificate to your employer on or before the first day of work. The employer is required to maintain this certificate.

If you have questions about this form or youth employment restrictions, please contact the Wage and Hour Bureau at (919) 807-2796 or 1-800 LABOR NC (in-state only).