

GOVERNMENT OF GUAM, DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

Mailing Address: P.O. Box 9970, Tamuning, Guam 96931

Location: 1st Floor, Hakubotan Building E.T. Calvo Parkway Memorial, Tamuning, Guam 96911

APPLICATION FOR A MINOR'S EMPLOYMENT CERTIFICATE

(Only applicable for minors below the age of 16 years)

INSTRUCTIONS: A minor must personally return the completed application form, accompanied with a COPY of a *birth certificate, U.S. Passport, Baptismal Certificate, Guam ID, OR* any bona fide documentation indicating age and date of birth. Upon approval of this application, a Certificate to Employ Minor will be issued within 5 working days. Original application must be personally submitted to our office, by the applicant. Facsimile transmittal, e-mailing, or mailing of application is not acceptable.

I. TO BE COMPLETED BY APPLICANT

Full Name (Last, First, M.I.) _____

Age: _____ Gender: _____ Social Security No./I.D.: _____

Mailing Address: _____

Home Address: _____

SIGNATURE

DATE

This request for an employment certificate is made with my knowledge and consent.

SIGNATURE OF PARENT/GUARDIAN

DATE

PRINT NAME OF PARENT/GUARDIAN

II. TO BE COMPLETED BY THE EMPLOYER:

Name of Establishment/Employer: _____

Type of business: _____ Business Location: _____

Mailing Address: _____

Telephone Nos.: _____ Fax No.: _____

Applicant's occupation: _____ Rate of Pay: _____

Hours of Work: (From) _____ (To) _____ Meal Period: _____

Total Hours per day: _____ Total Days Per week: _____ Date of employment: _____

This is to certify that the employment of the above minor will be in full compliance with the Child Labor Laws, Rules and Regulations.

Employer's authorized signature _____

Print Name: _____ Job Title: _____

FOR WAGE AND HOUR OFFICE ONLY:

Document submitted for verification of date of birth (indicate type & No.) _____

Date of Birth: _____

Place of Birth: _____

Verified & Recommended by: _____ Employment Certificate No.: _____

Comments: _____