



BUREAU OF LABOR AND INDUSTRIES  
Wage and Hour Division

ANNUAL EMPLOYMENT CERTIFICATE APPLICATION  
(For Minors 14 through 17 Years of Age)

Employer Instructions and Information

1. **After submitting an initial Annual Employment Certificate Application, an Employment Certificate Renewal Application may be submitted thereafter**, once each year by employers employing minors ages 14 through 17. Complete the attached application and **if more than one location** of the business entity employs minors, **attach a list of locations** to the application. If during the year, a minor(s) is employed in a location other than one that has been approved, please request a Notice of Change (to Annual Employment Certificate) form to report the new address(es) or location(s). Also request a Notice of Change (to Annual Employment Certificate) form to report any other change in the information that is required to be on this form.
2. Instructions for properly completing the application:  
  
Complete the top portion of the application, identifying the business name, address, telephone number, etc.  
  
Question 1: Enter the estimated number of minors to be employed for the coming year.  
Question 2: Indicate whether you anticipate employing 14 and 15 year olds and/or 16 and 17 year olds.  
Question 3: Describe ALL the duties, work areas and address(es) where the work is performed by the minor(s) covered by this application. This includes duties in the additional locations, if applicable.  
Question 4: List ALL power driven machinery/equipment that the minor(s) will operate or assist in operating.  
Question 5: If you employ minors in agriculture, complete this question.
3. **If the application is properly completed** and the employment complies with all laws and rules for the employment of minors, **a validated Employment Certificate will be issued to the employer**. Please make a copy of the Employment Certificate and forward a copy to each location for posting. A copy of this certificate must be posted at each of your business locations.
4. An employer must retain the validated Employment Certificate during the period of time for which it is issued and post the certificate in a conspicuous place where all employees can readily read it.
5. If it appears that the employment will violate any law or rule pertaining to the employment of minors, the application will be denied and returned to the employer. A telephone call will be made to notify the employer of the denial. The employer may revise the duties in order to comply with the child labor law.
6. A summary of child labor laws is sent to employers with each application. Your signature on the application will signify that you have received the summary and that you agree to comply with the child labor laws. If minors are employed at multiple locations, a copy of the Summary of Child Labor Laws is required to be provided to the manager of each location where minors will be employed. You will be sent an adequate supply of these summaries with your validated Employment Certificate to distribute to each of your locations' managers.
7. If you have questions on the application of child labor laws to your business, you may contact the Bureau of Labor and Industries Technical Assistance Unit in Portland at (971) 673-0824 for clarification.
8. Return the completed application to the Portland address listed on the form or to any office of the Bureau of Labor and Industries. It is suggested that a copy of this application be made for the employer's record.
9. An Employment Certificate **Renewal Application will be sent to you approximately one month prior to the expiration date** of your certificate.

**THIS PROCEDURE PROTECTS EMPLOYERS AS WELL AS EMPLOYEES. EMPLOYERS WHO EMPLOY MINORS IN VIOLATION OF THE LAW MAY BE SUBJECT TO SUBSTANTIAL PENALTIES.**