

**BUREAU OF LABOR AND INDUSTRIES**  
Wage and Hour Division

NOTICE OF CHANGE  
(TO ANNUAL EMPLOYMENT CERTIFICATE)  
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.
2. If there are changes in the duties performed by a minor(s) or you wish to employ minors at a different or additional location(s) during the permit year, this form must be completed and submitted to this office. If more than one location of the business entity employs minors covered by this application, attach a list of applicable locations.
3. Indicate the change(s) in either the duties being performed or the type of machinery or equipment that is being used; the ages of the minors employed; location(s) added; or any other change(s) to the Employment Certificate.
4. Enter the effective date of the changes and complete the application with the signature, date and telephone number of the company representative.
5. The bureau will approve or deny any change(s) in duties, and if the employment complies with all laws and rules for the employment of minors, an Amended Employment Certificate will be issued to the employer. (An Amended Employment Certificate will not be issued if the only change is to add an additional location.) A copy of this certificate must be posted at each of your business locations.
6. An employer must retain the validated Amended Employment Certificate during the period of time for which the original certificate was issued.
7. 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.
8. Upon notification by telephone or mail that an Employment Certificate is being denied, the employer must immediately reassign any affected minor to perform approved duties or terminate the minor's employment.
9. Return the completed notice 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 be made for the employer's record.

If you have questions regarding the application of the 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.

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