

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.



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(TO ANNUAL EMPLOYMENT CERTIFICATE)
(Information and Instructions on the Reverse)

Business Name _____ Employer No. _____
Corporation Name (if any) _____ Telephone _____ Ext _____
Type of Business _____ NAIC Code (if known) _____
Site Address _____
City/State/Zip _____ County _____
Mailing Address _____
City/State/Zip _____ County _____

This application is submitted to report the following change in duties or location(s) previously authorized. (Include a description of any machinery or equipment to be used.)

Duties Added: 14/15 year old minors? Yes ____ No ____ 16/17 year old minors? Yes ____ No ____

Duties Removed:

Machinery or Equipment Added: 14/15 year old minors? Yes ____ No ____ 16/17 year old minors? Yes ____ No ____

Machinery or Equipment Removed:

Location(s) Added:

Other Change(s):

Effective Date of Changes _____

Date _____
(Signature of Employer or Representative)

Telephone _____ Ext _____
(Printed Name of Employer or Representative)

RETURN THIS NOTICE TO:

Wage and Hour Division
Child Labor Unit
Bureau of Labor and Industries
800 NE Oregon Street, Ste 1045
Portland, Oregon 97232-2180
Telephone: (971) 673-0836
Fax: (971) 673-0769