

## Iowa Child Labor Permit Instructions

1. The minor completes and signs the first section of the permit.
  - minors 14 or 15 years old must have a work permit
  - minors 16 or 17 years old are *not* required to have a permit
2. A parent completes and signs the second section of the permit.
3. Give the original signed work permit to the employer with one of the following proof of age:
  - driver's instruction permit
  - certified birth certificate issued by a government agency
  - certified baptismal record showing date and place of birth and place of minor's baptism
  - federal identification such as a Green Card, Visa, I-99 or Passport
  - physician's certification of minor's age – print form from [www.iowachildlabor.gov](http://www.iowachildlabor.gov)
4. A representative of the employer must:
  - complete the "employer" information
  - complete and sign the "employer representative" information
  - review the Iowa Child Labor Law sheet (page 3) to determine that all duties and hours are permitted
  - examine the proof of age and make a copy for your records
  - review the permit to make sure all boxes have been completed and signed where necessary
  - retain the original work permit and a copy of the proof of age at the location where the minor will be working – do not send a copy of the proof of age with the permit
5. Within 3 days of the minor starting work the employer must submit a copy to Iowa Division of Labor – Child Labor by one of the following methods:
  - Email ([iachildlabor@iwd.iowa.gov](mailto:iachildlabor@iwd.iowa.gov)) - An autoreply will be sent as acknowledgment.
  - Fax (515-725-7957) - Retain transmittal as proof of submission.
  - Mail (address below) - An email will be sent confirming receipt.

**Permits must be filled out in its entirety, a form submitted incomplete, inaccurate or illegible is invalid.**

If you have any questions, please contact:

### **Iowa Division of Labor**

#### **Child Labor**

Mailing address: 1000 East Grand Avenue, Des Moines, IA 50319-0209

Physical address: 150 Des Moines Street, Des Moines, IA 50309

Phone: 515-242-5870

Fax: 515-725-7957

Email: [iachildlabor@iwd.iowa.gov](mailto:iachildlabor@iwd.iowa.gov)

Website: [www.iowachildlabor.gov](http://www.iowachildlabor.gov)

# Iowa Child Labor Permit

**FOR OFFICE USE ONLY**

## Iowa Division of Labor Child Labor

Mailing address: 1000 East Grand Avenue, Des Moines, IA 50319-0209  
Physical address: 150 Des Moines Street, Des Moines, IA 50309 (Fed Ex/UPS)  
Phone: 515-242-5870  
Fax: 515-725-7957  
[iachildlabor@iwd.iowa.gov](mailto:iachildlabor@iwd.iowa.gov)  
[www.iowachildlabor.gov](http://www.iowachildlabor.gov)

Date Received: \_\_\_\_\_  
Received by:   Email  
                  Fax  
                  US Mail

This form serves as both the application and the permit. The employer must submit a copy of the completed permit by mail, email or fax within 3 days of the minor's start date. Retain this original permit with a copy of the minor's proof of age at the location where the minor will be working. Do not send a copy of the minor's proof of age with the permit.

### Minor – 14 and 15 year olds (16 and 17 year olds are not required to fill out a permit)

Last name		First name			Middle initial
Last school grade completed	Gender Male    Female	Age	Date of birth	Place of birth (city and state)	
Address			City	State	Zip
Minor's signature			Date	Phone number	

### Parent/Guardian/Custodian/Head of a Migrant Family

Last name		First name		Email	
Address			City	State	Zip
Parent's signature			Date	Phone number	

### Employer

Business name		Type of business	Phone number	Fax number	
Address where minor will be working			City	State	Zip
Mailing address (if different than where minor is working)			City	State	Zip

### Employer Representative

Name		Title			
Phone number	Email			Minor's start date	

### Check the proof of minor's age provided

Driver's Instruction Permit      Certified Birth Certificate      Federal ID such as a Green Card, Visa, I-99 or Passport  
Certified Baptismal Record      Physician's Certification (form located at [www.iowachildlabor.gov](http://www.iowachildlabor.gov))

By signing below, I agree that I have examined the proof of minor's age, retained a copy of the minor's proof of age and the original work permit and certify that the information on this form is true and accurate to the best of my knowledge. The employer shall comply with child labor law.

\_\_\_\_\_  
Employer Representative's Signature

\_\_\_\_\_  
Date

**Any form submitted incomplete, inaccurate or illegible is invalid.**

# Iowa Child Labor Law (Iowa Code Chapter 92)

## 92.2 OVER TEN AND UNDER SIXTEEN YEARS OF AGE

A person over ten and under sixteen years of age cannot be employed, with or without compensation, in street occupation or migratory labor as defined in section 92.1 unless the person holds a child labor work permit issued pursuant to this chapter.

Notwithstanding section 92.7, a person with a permit to engage in migratory labor shall only work between 5:00am and 7:30pm from Labor Day through June 1, and between 5:00am and 9:00pm for the remainder of the year.

Notwithstanding section 92.7, a person with a permit to engage in street occupations shall only work between 4:00am and 7:30pm, when local public schools are in session and between 4:00am and 8:30pm for the remainder of the year.

## 92.5 FOURTEEN AND FIFTEEN PERMITTED OCCUPATIONS

Persons fourteen and fifteen years of age may be employed or permitted to work in the following occupations:

1. Retail, food service, and gasoline service establishments.
2. Office and clerical work, including operation of office machines.
3. Cashiering, selling, modeling, art work, work in advertising departments, window trimming and comparative shopping.
4. Price marking and tagging by hand or by machine, assembling orders, packing and shelving.
5. Bagging and carrying out customers' orders.
6. Errand and delivery work by foot, bicycle, and public transportation.
7. Clean-up work, including the use of vacuum cleaners and floor waxers, and maintenance of grounds.
8. Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, including but not limited to, dishwashers, toasters, dumb-waiters, popcorn poppers, milk shake blenders, and coffee grinders.
9. Work in connection with motor vehicles and trucks if confined to the following:
  - a. Dispensing gasoline and oil.
  - b. Courtesy service.
  - c. Car cleaning, washing and polishing. Nothing in this subsection shall be construed to include work involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.
10. Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing and stocking goods when performed in areas physically separate from areas where meat is prepared, for sale and outside freezers or meat coolers.
11. Other work approved by the rules adopted pursuant to chapter 17A by the labor commissioner.

## 92.6 FOURTEEN AND FIFTEEN OCCUPATIONS NOT PERMITTED

1. Persons fourteen and fifteen years of age may not be employed in:
  - a. Any manufacturing occupation.
  - b. Any mining occupation.
  - c. Processing occupations, except in a retail, food service, or gasoline service establishment in those specific occupations expressly permitted under the provisions of section 92.5.
  - d. Occupations requiring the performance of any duties in workrooms or work places where goods are manufactured, mined, or otherwise processed, except to the extent expressly permitted in retail, food service, or gasoline service establishments under the provisions of section 92.5.
  - e. Public messenger service.
  - f. Operation or tending of hoisting apparatus or of any power-driven machinery, other than office machines and machines in retail, food service, and gasoline service establishments which are specified in section 92.5 as machines which such minors may operate in such establishments.
  - g. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.
  - h. Occupations in connection with the following, except office or sales work in connection with these occupations, not performed on transportation media or at the actual construction site:
    - (1) Transportation of persons or property by rail, highway, air, on water, pipeline, or other means.
    - (2) Warehousing and storage.
    - (3) Communications and public utilities.
    - (4) Construction, including repair.
  - i. Any of the following occupations in a retail, food service, or gasoline service establishment:
    - (1) Work performed in or about boiler or engine rooms.
    - (2) Work in connection with maintenance or repair of the establishment, machines, or equipment.
    - (3) Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds, or their substitutes.
  - (4) Cooking except at soda fountains, lunch counters, snack bars, or cafeteria serving counters, and baking.
  - (5) Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
  - (6) Work in freezers and meat coolers and all work in preparation of meats for sale, except wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas.
  - (7) Loading and unloading goods to and from trucks, railroad cars, or conveyors.
  - (8) All occupations in warehouses except office and clerical work.
2. Nothing in this section shall be construed as prohibiting office, errand, or packaging work when done away from moving machinery.

## 92.7 UNDER SIXTEEN HOURS PERMITTED

A person under sixteen years of age shall not be employed with or without compensation, except as provided in sections 92.2 and 92.3, before the hour of 7:00 a.m. or after 7:00 p.m., except during the period from June 1 through Labor Day when the hours may be extended to 9:00 p.m. If such person is employed for a period of five hours or more each day, an intermission of not less than thirty minutes shall be given. Such a person shall not be employed for more than eight hours in one day, exclusive of intermission, and shall not be employed for more than forty hours in one week. The hours of work of persons under sixteen years of age employed outside school hours shall not exceed four in one day or twenty-eight in one week while school is in session.

## 92.8 UNDER EIGHTEEN OCCUPATIONS PROHIBITED

No person under eighteen years of age shall be employed or permitted to work with or without compensation at any of the following occupations or business establishments:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Occupations of motor vehicle driver and helper.
3. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
4. Occupations involved in the operation of power-driven woodworking machines.
5. Occupations involving exposure to radioactive substances and to ionizing radiations.
6. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
7. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
8. Occupations in connection with mining.
9. Occupations in or about slaughtering and meat packing establishments and rendering plants.
10. Occupations involved in the operation of certain power-driven bakery machines.
11. Occupations involved in the operation of certain power-driven paper products machines.
12. Occupations involved in the manufacture of brick, tile and related products.
13. Occupations involved in the operation of circular saws, band saws and guillotine shears.
14. Occupations involved in wrecking, demolition and shipbreaking operations.
15. Occupations involved in roofing operations.
16. Excavation occupations.
17. In or about foundries; provided that office, shipping, and assembly area employment shall not be prohibited by this chapter.
18. Occupations involving the operation of laundry, dry cleaning, or dyeing machinery.
19. Occupations involving exposure to lead fumes or its compounds, or to dangerous or poisonous dyes or chemicals.
20. Occupations involving the transmission, distribution, or delivery of goods or messages between the hours of 10:00 p.m. and 5:00 a.m.
21. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.