

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305

Email Address: WageandHour@wv.gov - Fax: (304)558-3797 - Telephone: (304)558-7890

Website: labor.wv.gov



AGE CERTIFICATE FOR A SIXTEEN (16) OR SEVENTEEN (17) YEAR OLD MINOR

Authorized by W. Va. Code §21-6-3, §21-6-5

I, _____, am the Superintendent of Schools or Authorized Person
County Superintendent of Schools or Authorized Person

appointed by the Superintendent of Schools or A Person authorized to issue education credentials pursuant to §18-8-12
for _____ County. I have received a request from: _____

Name and Address of Minor's Employer or Prospective Employer

for evidence of _____'s age. The minor's employer or prospective
Full Legal Name of Minor

employer is engaged in _____ and describes the minor's
Description of Employer's Business

work or intended work as: _____
Description of Minor's Work

I have reviewed the Minor's Certified Birth Certificate or Certified Copy of the Birth Certificate as proof of the
minor's age and I certify that _____ is _____ years old,
Full Legal Name of Minor

and was born on _____ in _____
Date of Birth Minor's Town or City and State of Birth

Full Legal Name of Minor

Signature of Minor

Minor's Complete Mailing Address

Signature of Superintendent of Schools or Authorized Person

Date

Address, Telephone Number and Email Address of County Superintendent of Schools or Authorized Person

Email a copy to the West Virginia Division of Labor at WageandHour@wv.gov and you are required to provide a copy to the Minor and the Minor's Employer.

The original is retained by the Superintendent of Schools or Authorized Person.