

# State of Wisconsin

## Work Permit Officer Handbook:

### Child Labor & Street Trades



“School First, Work Second!”

Equal Rights Division

Wisconsin Department of Workforce Development

ERD-10258-P (R. 6/2014)

# **WORK PERMIT OFFICER HANDBOOK**

**For the Use of Permit Officers in the Administration  
of the Child Labor and Street Trade Laws**

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## FOREWORD

It is with deep appreciation that we acknowledge the child labor permit officer. They are over 2,115 strong, who are representatives of the Department of Workforce Development. There are 711 work permit locations in the state, with roughly 66% (467) situated in schools. The permit officer is easily accessible to all citizens throughout our state. It is because of these public-spirited citizens, who serve with great loyalty to the trust and confidence placed in them by the department that our child labor program functions so well.

Other states continue to marvel over our unique system and the extremely fine cooperation between governmental agencies since establishing the permit program in 1917.

Wisconsin child labor law has not changed significantly since the last printing of this manual in 2007. Fortunately, our technology has. This online version of the manual is word-searchable and includes live web links, which should make it easier to quickly locate and retrieve information. Work permits are also now issued exclusively online. We also now offer online invoicing and payment. These changes were implemented to make the issuance of permits as simple as possible, and to standardize the procedures used by permit officers throughout the state. This manual will provide instructions on each of these processes.

Every employer must obtain a work permit for each minor they employ before they allow the minor to do any work. No permit is required for agriculture, domestic service outside of school hours, nor for volunteer work for nonprofit organizations where no employer-employee relationship exists. Also, no work permit is required for work performed for court-ordered restitution or court-ordered community service. If a job or placement is not listed or similar to the listed employments, permits can be generally issued to minors 14 to 17 years of age. Employment must comply with all labor standards requirements, including the child labor regulations and minimum wage standards.

If, for any reason, a permit officer finds it necessary to stop serving as a permit officer, please inform our Madison office so a replacement can be appointed. We request that this handbook be left with the permit supplies for the new officer.

Please contact the Madison office by telephone with any questions at 608.266.6860.

\* \* \* \* \*

# History



## HISTORY

### **What is the purpose of child labor legislation?**

The purpose of child labor legislation is to protect the life, health, safety, and welfare of minors. The goal of modern child labor administration is to combine prevention with regulation, rather than to award damages or penalties after injury or violation. Even so, damages and penalties remain necessary tools in effective administration. In protecting the welfare of minors, we aid in their development, which in turn supports society as a whole. Through the regulation of child labor, with emphasis on preventive rather than punitive action, we go far in meeting this goal.

### **What is the basic purpose of a permit system?**

Authorities agree that effective child labor enforcement requires a good permit system. Permits were first used in Wisconsin only to assist economically-disadvantaged families when children needed to contribute to family income. They permitted children to work when they were younger than the law otherwise allowed.

The first effective permit legislation was passed in 1903, when documentary proof of age was required. Factory inspectors could require such proof for any child whose employment they might question.

In 1917 the permit-granting authority was centralized in the Industrial Commission. This facilitated the establishment of more uniform standards in the granting of permits, and made permit records more accurate. The Commission was given the power to appoint and remove permit officers. Many officers are school officials, but municipal and court officials are also included. As of April 2014, there are 2,115 permit officers assisting the department in the issuance of permits.

The permit system protects both minors and employers in Wisconsin. Children are protected from working in occupations for which they are too young or physically unfit; employers are protected against unwitting violation of the law, as the permit establishes legal proof of age.

It is fortunate that the administration of the child labor law is charged to a single administrative department, whose interpretations of the law have uniform, statewide effect. Centralized administration of these laws is important to both employers and minors.

## **How is the permit like a legal contract?**

The permit guards against poor working conditions and employment practices; This protects competent standards.

It ensures minors due process of the law. It prevents exploitation of children, and ensures that the employment is legal.

A definite agreement between the minor and employer is established. The advantage to the employer is that legal employment is ensured, and the employer has clear direction regarding the hours a minor may work, limitations in the types of work that can be performed, and the other responsibilities he/she assumes when hiring a minor.

Employers and parents are both responsible for ensuring that minors under 18 years of age are employed in conformity with the law. Penalties may be imposed for each violation, ranging from \$25.00 to \$1,000.00 per day for the employer, and from \$10.00 to \$250.00 for each day for the parent. The department may enforce the specified penalties through civil action in a court of competent jurisdiction, or it may pursue criminal penalties.

The permit helps to ensure the health, safety, and welfare of the minor. The permit makes the minor aware of citizenship and responsibility to the employer. It also informs the employer about its responsibility to the employee.

## **What is the role of volunteer permit officers?**

When appointing permit officers to assist in the issuance of permits throughout the State, the Department of Workforce Development is not limited to any particular class of persons. In practice, the department has always tried to secure people already connected in some capacity with public service.

It is to the great credit of these public-spirited citizens – mostly dedicated by vocation – that many of them have served from five to fifteen years with great loyalty and fidelity to the trust and confidence placed in them by the department. Permit officers are members of the department's organization, and as such, the department gives them every possible assistance in their duties.

Their only monetary compensation for this work is a portion of the permit fee (of the \$10.00 collected for each permit, they retain \$2.50). The fee system was inaugurated in 1943. It should be noted that, in most cases, the officer turns the fee over to its employer, especially when the officer is an employee of a school system or some other governmental unit.

In conjunction with this volunteer system, our labor standards investigators act as liaison officers or consultants. Sometimes this entails visits to the permit offices to train officers or audit the office's records. Permit fees are forwarded to our Madison office on a monthly

basis. This helps to ensure that statewide administration of the child labor and street trades laws are reasonably uniform in scope, within the constraints of our relatively limited budget.

### **Why is legal age important?**

The age of a child bears on what type of work he or she may lawfully perform. Experience has shown that it is not safe to employ minors based upon their own representations of their age, or even upon the representations of their parents.

Most agree with the proposition that this system is somewhat of a burden on employers, but worldwide experience has shown that this burden is necessary to ensure child safety. Interestingly, nearly all states have similar permit requirements.

### **How is the child labor program complemented by the Workers' Compensation Act?**

#### Double Compensation

When a minor is injured and primary workers' compensation is due, and the minor is employed in a legal employment without a permit, the employer must match the primary compensation, and pay a penalty in this amount to the Workers' Compensation Division. This is called double compensation.

#### Treble Compensation

Where primary workers' compensation is due, and the minor is employed in a prohibited occupation, the employer may be required to double the primary compensation, and pay this amount to the Workers' Compensation Division. This is referred to as treble compensation.

Primary compensation is normally paid by the insurance company but the extra compensation cannot be insured against, and is required to be paid directly to the Worker's Compensation Division.

# Instructions



## HOW TO ISSUE A CHILD LABOR PERMIT

### 1. Become an authorized work permit officer.

New permit officers need to sign up online to gain access to the system. This is a two-step process. If the person only completes the first step, they will not get into the system.

To request access, the person needs to:

- Step 1 - Go to:  
[http://dwd.wisconsin.gov/er/labor\\_standards\\_bureau/labor\\_standards\\_e\\_services.htm](http://dwd.wisconsin.gov/er/labor_standards_bureau/labor_standards_e_services.htm)  
(you may want to bookmark this page).

Under "Child Labor Work Permits," click on "Self Registration" to obtain a DWD logon ID.

- Step 2 - When completed with that, go to back to that same page:  
[http://dwd.wisconsin.gov/er/labor\\_standards\\_bureau/labor\\_standards\\_e\\_services.htm](http://dwd.wisconsin.gov/er/labor_standards_bureau/labor_standards_e_services.htm)

Click on "Work Permit Officer Application Form" to obtain access. When you complete this, we get an e-mail asking us to Grant or Deny access. Once we grant access, you should be able to sign in and issue work permits immediately.

### 2. Obtain and personally inspect evidence of minor's age which consists of one of the following:

- Wisconsin driver's license or Wisconsin State ID
- Birth certificate – issued by a registrar of vital statistics or other officer charged with the duty of recording births or a certified record of the birth from hospital in which the birth occurred.
- Baptismal certificate – including the minor's name, date of birth, date and place of baptism, name of church, and the signature of the officiating or issuing clergy.
- Other evidence – If the above evidence is cannot be obtained, any of the following may be used:
  - Government records – showing the age of the minor, including a passport or a certificate of arrival in the United States issued by United States immigration officers.
  - Life insurance policy – that is at least one year old and is supported by the age indicated in a school record.
  - School records – preferably from the first school attended, with a parent's, guardian's, or custodian's statement of age, and physician's statement of physical age.

- Evidence of identity if name change (if applicable) – a marriage license or other certificate or legal document shall be required in addition to the evidence of age if the minor's current name is different from the name on the evidence of age.

Do Not Accept: Draft cards, library cards, out-of-state driver's licenses, or school photo IDs.

3. **Obtain and personally inspect the minor's social security card** or proof that the minor has voluntarily opted out of the social security system. You can also accept a letter from the Social Security Administration stating that a replacement card has been ordered and is on its way.

Do Not Accept: Some other document with the social security number on it, such as a military ID or medical card.

4. **Obtain a letter from the employer** written on its regular letterhead or other business paper stating the intention of the employer to employ the minor; describing the job duties, hours of work, and the time of day the minor will be working; and signed by the employer or someone duly authorized by the employer.
5. **Obtain a letter from the minor's parent**, guardian or court-ordered foster parent consenting to the employment or a countersignature of the parent, guardian, or foster parent on the employer's letter.
6. **Collect payment of the \$10 permit fee.** Payment of the fee is the responsibility of the employer. If the minor advances the fee, the employer shall reimburse the minor no later than the first paycheck.
7. **Correctly enter** the minor's date of birth, address, social security number, employer information, minor's school information, type of work, and all other required **information into the online work permit system.** Print permit and have minor confirm all information is correct.
8. **Print and sign permit.** Remember that both you and the minor must sign the permit; it is not valid unless it is signed by both of you.
9. **Make 4 copies of signed permit.** Provide minor with 2 copies of the permit (one for the minor, one for the employer). Send one copy to the minor's school, and retain one copy at your work permit office.
10. **Keep a file of permits issued.** Attach written parental consent and employer's letter to your copy of the permit. We suggest that such files, including age certificates, be retained until the minor reaches 21 years of age. If you file your permits by the minor's date of birth and then by the minor's last name, at the end of each year, you will only have to destroy the oldest file with dates of birth over 21.

**NOTE:** Files should NOT include copies of the minor's social security card or other government documents which would put the minor at risk of identity theft or fraud. Rest assured that the work permits themselves print only the last 4 digits of the social security number.

- 11. Submit payment to Department.** The department fixes a fee of \$10.00 for the issuing of each child labor permit or certificate of age and authorizes the retention of \$2.50 of the fee by the permit office as compensation for services. The permit office shall forward \$7.50 of the fee to the department at the end of each month to cover the cost of administration, materials and supervision.

Please consider making your monthly payment of work permit fees to the department using the department's e-payment system. Using this system you can submit a payment from your bank account to the department without incurring the usual costs involved in writing checks. If you are interested in using this system, you can access it at: <http://dwd.wisconsin.gov/epayment>. Once you enter this website there are instructions to guide first time users.

- 12. Refer all problems** or questions on interpretation to the Labor Standards Bureau at (608) 266-6861.

## HOW (AND WHEN) TO ISSUE A STREET TRADES PERMIT

“Street trade” means “the selling, offering for sale, soliciting for, collecting for, displaying or distributing any articles, goods, merchandise, commercial service, posters, circular, newspapers or magazines, or the blacking of boots, on any street or other public place or from house to house.”

To issue a street permit, the permit officer follows the exact same process for issuing a work permit (see *How to Issue a Child Labor Permit*). You’ll simply select “Issue Street Trade Permit” from the online work permit system. Additionally you’ll need to provide the minor with an ID card (LS-24, see below) that the minor must carry on his/her person when engaged in street trades.

<p style="text-align: center;">Department of Workforce Development EQUAL RIGHTS DIVISION <b>STREET TRADES IDENTIFICATION CARD</b></p> <p>Date issued: _____</p> <p>Be it known that a street trades permit has been issued</p> <p>To: _____ Name of Employer</p> <p>To employ: _____ Name of Applicant      Date of Birth _____</p> <p><small>This card is not transferable. Any permit issued by an issuing officer who finds it in possession of any other person is required to take it up and return it to the issuing officer with a statement of the circumstances. The permit may be revoked for such offense.</small></p> <p>_____ Issuing Officer      Address</p> <p>_____ Applicant Signature      Address</p> <p><small>LS-24-E (R. 08/2013)      (Over)</small></p>	<p style="text-align: center;"><b>IMPORTANT NOTICE</b></p> <p><b>YOU ARE REQUIRED TO CARRY THIS CARD AT ALL TIMES WHEN YOU ENGAGE IN STREET TRADES WORK. WHEN YOUR JOB ENDS, PROMPTLY RETURN THIS CARD TO THE ISSUING OFFICER WHOSE NAME APPEARS ON THE FRONT OF THIS CARD.</b></p> <p style="text-align: center;">Department of Workforce Development EQUAL RIGHTS DIVISION P.O. Box 8928 MADISON, WISCONSIN 53708</p>
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These cards can be requested from our Department. To request, please email us at [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov).

## **HOW (AND WHEN) TO ISSUE AN AGE CERTIFICATE**

To limit liability, occasionally employers wish to have conclusive evidence of an adult's age before employing him or her. Age certificates provide that proof. They are not work permits but are conclusive evidence of the age of any adult in any proceeding under any of the labor laws and Worker's Compensation Act of Wisconsin as to any act or thing occurring subsequent to the date of issuance.

Age certificates are for adults aged 18-21 years, not minors. Although age certificates are not work permits, work permit officers are authorized to issue them.

The process for issuing an age certificate is the same as issuing a work permit (see *How to Issue a Child Labor Permit*). You'll simply select "Issue an Age Certificate" from the online work permit system. The applicant should be instructed to present the certificate of age to their employer and request its return on termination of employment so that they may present it to their next employer.

## WHEN AND HOW TO REFUSE, RECALL, REVOKE, OR SUSPEND A WORK PERMIT

### Refusal of Permit

The permit officer must refuse to issue a permit for prohibited or similar employments as listed in Wis. Admin. Code § DWD 270.12 and § DWD 270.13.

Permit officers MAY NOT issue permits if the minor is just a few weeks short of the legal age to do the work in question. The permit cannot be issued until the minor reaches that age.

The issuing officer may also refuse to issue a permit to a minor who seems physically unable to do the work, or when the best interest of the minor would be served by such refusal.

### Recalling a Permit

The permit officer may ask an employer to return a permit which was found to be issued in error. When it is felt that the physical or moral welfare of the minor will be served by revocation of the permit, the permit officer should first ask the employer for the permit's return, then ask the parent to terminate the minor's employment. If necessary, ask our Madison office to investigate so the department can revoke the permit.

NOTE: You may want to remind employers that you are looking out for their best interest when you refuse to issue a permit.

### Revoking a Permit

The department may revoke any permit whenever the permit has been improperly or illegally issued, or when the physical or moral welfare, or the best interests of the minor would be served by revocation. The department shall revoke or suspend a child labor permit when ordered to do so by a Judge. This occurs most often in cases of truancy.

The department may revoke any permit if requested in writing by the school principal, the minor's parent or guardian who has legal custody, or the court-ordered foster parent while the minor is under their care and supervision. The requesting party must demonstrate some attempt has taken place to resolve the work problem between the minor, school, parent or guardian, and employer before the request for revocation is made to the department. If the issue involves truancy or grades, a copy of school records is helpful.

The permit officers in local offices – including school districts – do NOT have the authority to revoke work permits.

## Suspending a Permit

The department may suspend any permit whenever the permit has been improperly or illegally issued, or the physical or moral welfare, or the best interests of the minor would be served by the suspension.

The requirements for obtaining a suspension are the same as for obtaining a revocation. A suspension is a temporary hold on the permit. For example, a high school principal can ask that a permit be suspended for the remainder of a school year, April-May for example, because of poor grades since the child started the job.

## Other responsibilities of Local Work Permit Offices

- Update permit officer listing. Local offices must update us whenever officers leave. You may do this by calling (608) 266-6861 or by emailing [WorkPermits@dwd.wisconsin.gov](mailto:WorkPermits@dwd.wisconsin.gov).
- Screen permit officers. When reviewing the permit officers currently working in your office or considering adding new permit officers, it is important that you determine whether the potential permit officers is listed on the Department of Corrections' (DOC) website as a "sex offender." Persons listed on this website as sex offenders are not to work in fields where they might have unsupervised contact with minors. You can access the DOC website by using this web address: <http://offender.doc.state.wi.us/public/>.

## WORK PERMIT ONLINE PAYMENT SYSTEM

<http://dwd.wisconsin.gov/epayment>

This site provides work permit offices with a secure, convenient method to pay the Department of Workforce Development the state's share of the work permit fees collected by permit offices. The service is free and available 24 hours a day seven days a week.

Click [Here](#) for Step-by-Step Instructions for First Time Users.

In order to use this payment method you will need the following information:

- **Your work permit office number:** You should be able to find this number on the online work permit system. If you have forgotten this number and are unable to access it online, you may obtain that number by contacting the Equal Rights Division at 608-266-6861.
- **Your Bank's Routing Transit Number:** (A nine digit number that identifies your bank. The RTN appears as the first group of numbers at the bottom of your check.)
- **Your Checking Account Number:** (This is the second group of numbers at the bottom of your check. Be careful not to include the check number, which is the last group of numbers at the bottom of a check.)

If you have questions not addressed in the instructions above, please call (608) 266-3345 or (608) 266-6861.

## FREQUENTLY ASKED QUESTIONS

**1. After issuing the permit, I realized I entered the minor's / employer's / school's information incorrectly. How do I edit this in the system?**

Our current system does not allow anyone to edit information in a work permit once the permit has been issued. If you discover a mistake within 24 hours of issuing the permit, you may delete the incorrect permit yourself and simply reissue with the correct information. If you discover the mistake after 24 hours, you must contact the Department at (608) 266-6861 or [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov) to request that we delete the permit. Once we delete it, you can then reissue a new permit with the correct information.

There is no additional \$10 fee for replacement permits.

**2. The minor attends a school that is not included in the drop-down menu. How do I add this school to the drop-down menu?**

Schools can only be added to the drop-down menu by our Department. Please call (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov) to request that a school be added. Please be prepared to provide the school name, school district, county, address, phone number, and principal name.

**3. Our former employee is still listed as a work permit officer for our office. How do I have him/her deactivated?**

Work permit officers can only be deactivated by our Department. Please call (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov) to request that a work permit officer be removed.

**4. Our school principal/address/phone number/email address, etc. has changed. How do I edit this in the system so it appears properly on the work permit?**

These changes can only be made by our Department. Please call (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov) to update your school or work permit office's information.

**5. I've forgotten my password. How can I retrieve it?**

If you simply do not remember your user name and password, you may contact:  
DWD Account Management  
<https://www.dwd.state.wi.us/accountmanagement/acctrecovery/EmailEntry.aspx>  
At the top right of screen there is a white menu titled Customer ID Menu. Click 'Forget Your Account Information?'. Enter the email address you provided when you signed up for your DWD account. If you have signed up for multiple accounts with

this email address, you will see an error message. Call the service desk at (608) 266-7252.

**6. The person who issues work permits in our office is on vacation. How can I sign in to her account to issue permits during her absence?**

You can't. Only authorized work permit officers may access the online work permit system. Each DWD account is specific to each individual work permit officer. Passwords should never be shared.

Fortunately, it's easy to become a work permit officer. See #1 of *How to Issue a Child Labor Permit* for instructions. It's a good idea to have at least 2 work permit officers in each office in the event of absences by the primary work permit officer.

**7. The minor lost his social security card, but he does have a passport (or other gov't document). May I use the passport (or other gov't document) instead?**

No. Every single minor who applies for a work permit must show his/her original social security card or a letter saying that a replacement card has been issued. (See #3 of *How to Issue a Child Labor Permit*.) "Other government documents" may be used in rare circumstances for proof of age, but a social security card is a separate requirement of obtaining a work permit.

**8. I'm not sure if the work described would be prohibited for a minor this age or I believe the work is prohibited by the parent/minor/employer disagrees. How do I find out for sure?**

Call or email us! We are happy to advise on these matters. (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov)

**9. A minor/parent/friend informed me that an employer is violating child labor laws. How can I report this or who can I talk to to determine whether a violation is occurring?**

Call or email us! We are happy to discuss any concerns and, if warranted, we can investigate to determine whether a violation is occurring. We accept anonymous complaints from any member of the public, including work permit officers. (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov)

**10. I don't feel comfortable issuing a permit for this minor because something about the employer/minor/parent/work just seems fishy to me for some reason. What are my options?**

You can always refuse to grant a permit if in your judgment the best interests of the minor would be served by the refusal. Feel free to discuss your concerns with our Department. (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov)

**11. I'm not sure that the documents provided by the minor are allowable as proof of age and identity. Who can I ask to make sure?**

Call or email us! We are happy to advise on these matters. (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov)

**12. We need to add an additional work permit officer to our office. How do we do this?**

This has to be done online through a two-step process. See #1 of *How to Issue a Child Labor Permit* for specific instructions.

**13. I need you to send work permit invoices to someone else in our office. How do we make this change?**

These changes can only be made by our Department. Please call (608) 266-6861 or email [WORKPERMITS@dwd.wisconsin.gov](mailto:WORKPERMITS@dwd.wisconsin.gov) to update your office's primary contact person.

**14. The minor is suspended or expelled from school. Can I issue a work permit to this person? If so, is she allowed to work during normal school hours?**

Suspended or expelled minors are still eligible to obtain work permits. A minor who is 14 years of age or older may not be employed during the hours that the minor is required to attend school. Because suspended or expelled minors are not required to attend school, they may work during school hours during the period of suspension or expulsion.

**15. I know that minors are not allowed to work during hours they are required to attend school, but this minor is home-schooled. How do I know what hours the minor is required to attend school?**

You will need to ask the minor or the parent for a "schedule" of the minor's home school hours. The schedule can be whatever the parent/minor wants it to be. Just make sure that the minor is not scheduled to work during the stated home school hours.

# Guidelines to Child Labor Regulations



## CIRCUMSTANCES WHEN MINORS UNDER 14 CAN WORK

Children can work as young as age 12 in the following jobs:

1. Caddy on a golf course, if using caddy carts.
2. Work in the school lunch program of the school that they attend.
3. When a parent is the sole owner of a business, the child of that parent down to age 12 can work with a permit. The child though is treated as a 12-13 year-old when it comes to the time of day, hours of work. Prohibited types of work and places of employment would still apply as they would to 14 and 15 year olds.
4. Restitution Program – Minors 12 - 13 may be ordered by a court to make up to \$250 in restitution. The child's work hours, and time of day, shall be as that of a 12-13 year-old. Prohibited types of work and places of employment would still apply as they would to 14 and 15 year olds. The 12-13 year-old minor cannot continue to work after having fulfilled the restitution order.
5. Minors 12 and 13 years of age may be employed under direct adult supervision as officials for athletic events sponsored by private, nonprofit organizations in which the minor would be eligible to participate, or in which the participants are the same age as the minor, or younger than the minor. This provision allows these 12 and 13 year old minors to work as officials only if provisions of the Federal Fair Labor Standards Act (29 USC 201 to 219) would not prohibit that employment. The FLSA would prohibit such employment in business or schools over which it would exercise jurisdiction.
6. Minors 12 years of age or older may be employed by a nonprofit organization in and around the home of an elderly person or a person with a disability to perform snow shoveling, lawn mowing, leaf raking, or other similar work usual to the home of the elderly person or person with a disability, if all of the following apply: 1. The work is not in connection with or a part of the business, trade, or profession of that person; 2. The type of employment is not specifically prohibited; 3. The minor is paid the applicable minimum wage for the work; 4. The minor's parent or guardian provides the nonprofit organization with his or her written consent for the minor to perform the work.
7. Minors 12 and 13 years of age may be employed as sideline officials for high school football games.
8. Minors 11 to 13 years of age may be employed as ball monitors at high school football games and practices.

## **CIRCUMSTANCES WHEN NO WORK PERMIT IS REQUIRED**

1. Agricultural work.
2. Domestic employment - Work in or around a private home that is not a business, such as babysitting, yard work.
3. Volunteer work for a non-profit agency, such as a volunteer at a non-profit hospital. Minors cannot perform prohibited work while volunteering.
4. State of Wisconsin Youth Apprenticeship Program, although the program recommends that a permit be obtained.
5. Court-ordered restitution or court-ordered community service employment.

# Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<b><u>Daily Hours</u></b>		
<b>Non-School Days</b>	8 hours	8 hours
<b>School Days</b>	3 hours	3 hours
<b><u>Weekly Hours</u></b>		
<b>Non-School Weeks</b>	40 hours	40 hours
<b>School Weeks</b>	18 hours	18 hours
<b>Permitted Time of Day</b>	7am-7pm	7am-9pm

**Employers** subject to both federal and state laws must comply with the more stringent section of the two laws.

**State** child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

**Minors under 16 years of age** are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

**Minors under 14 years of age** are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

**Minors under 18 years of age** may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

**Minors 16 & 17 years of age** who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

**Minimum Wage** for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91<sup>st</sup> day, the wage must increase to \$7.25 per hour.

**For further information** about the federal child labor laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

**For further information** about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

## DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION

PO BOX 8928 MADISON WI 53708  
Telephone: (608) 266-6860 TTY: (608) 264-8752

**Website:** <http://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

## INDEX TO PROHIBITED OR RESTRICTED EMPLOYMENT

A child labor work permit does not allow the employment of a minor in prohibited work and does not protect the employer if it allows the minor to do any work that is prohibited by statute or restricted by order.

### ADULT BOOKSTORES

- A. ***Prohibited to all minors***– all occupations.
- B. [Wis. Admin. Code § DWD 270.12\(1\)](#).

### AGRICULTURAL

- A. **OK for 16 and over.** Hours per week, time of day, and hazardous employments regulated.
- B. **NOTE:** This section does not apply to the employment of a minor engaged in farm work performed outside school hours in connection with the minor's own home farm and directly for his or her parent or guardian, or on another farm, with the consent of minor's parent or guardian where the farm work is primarily an exchange of labor with another farmer. [Wis. Admin. Code § DWD 270.15](#).
- C. No permit is necessary.
- D. ***Prohibited under 16***
  - 1. Operating or assisting in the operation of machinery, including, but not limited to, farm type tractors and other self-propelled vehicles. **Except** that minors trained under either the 4-H federal extension service or the U.S. office of education vocational agriculture training programs may work on equipment permitted by their certificate of training. [Wis. Admin. Code § DWD 270.13\(6\)](#).
  - 2. Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with the operation) any of the following machines:
    - a. Corn picker
    - b. Cotton picker
    - c. Grain Combine
    - d. Hay mower
    - e. Forage
    - f. Harvester
    - g. Hay baler
    - h. Potato digger
    - i. Mobile pea viner
    - j. Feed grinder
    - k. Crop dryer
    - l. Forage blower
    - m. Auger conveyor
    - n. Unloading mechanism of a non-gravity type self-unloading wagon or trailer
    - o. Power post hole digger
    - p. Power post driver
    - q. Non-walking type rotary tiller
    - r. Trencher

- s. Forklift
  - t. Potato combine
  - u. Power-driven circular, band or chain saw- SEE Circular Saws, Band Saws, Chain Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).
3. Working a yard, pen or stall occupied by a
    - a. Bull
    - b. Boar
    - c. Stud horse maintained for breeding purposes
    - d. Sow with suckling pigs
    - e. Cow with newborn calf (with umbilical cord present)
  4. Timber with butt diameter of more than 6 inches
    - a. Felling
    - b. Bucking
    - c. Skidding
    - d. Loading
    - e. Unloading
  5. Ladder or scaffold at a height of over 20 feet
    - a. Painting
    - b. Repairing
    - c. Building structures
    - d. Pruning trees
    - e. Picking fruit
  6. Driving a bus, truck or automobile when transporting passengers, or riding on a tractor as a passenger or helper.
  7. Working inside
    - a. Fruit, forage or grain storage designed to retain an oxygen deficient or toxic atmosphere
    - b. Upright silo within 2 weeks after silage has been added or where a top loading device is in operating position
    - c. Manure pit
    - d. Horizontal silo while operating a tractor for packing purposes
  8. Handling or applying agricultural chemicals identified by the word "poison" or the "skull and crossbones" on the label including the following:
    - a. Cleaning
    - b. Decontaminating equipment
    - c. Disposal or return of empty containers
    - d. Serving as a flagman for aircraft
  9. Handling or using a blasting agent such as
    - a. Dynamite
    - b. Black Powder
    - c. Sensitized ammonium nitrate
    - d. Blasting caps
    - e. Primer cord
  10. Anhydrous ammonia
    - a. Transporting
    - b. Transferring

- c. Applying
- E. SEE Ladders, Roofing, Machines & [Wis. Admin. Code §§ DWD 270.13\(6\)](#), [DWD 270.15](#), and [29 CFR §570.71](#).

### **AMUSEMENT PARKS, SKI HILLS, STREET CARNIVALS AND TRAVELING SHOWS**

- A. **OK for 16 and over** to load or unload passengers on water slides.
- B. **Prohibited to ALL MINORS**– All other rides:
  - 1. Any rides (animal or device) or machinery:
    - a. Operating
    - b. Assisting to operate
    - c. Erection or dismantling
    - d. Setting up
    - e. Adjusting
    - f. Repairing
    - g. Oiling or cleaning
    - h. Loading or unloading passengers
- C. [Wis. Admin. Code §§ DWD 270.12\(2\) & DWD 270.13\(18\)](#).

### **AMUSEMENT OR RECREATIONAL CENTERS IN OR ABOUT, COMMERCIAL**

- A. **OK for 14 and over** in establishments such as:
  - 1. Arcades
  - 2. Arenas
  - 3. Auditoriums
  - 4. Billiard halls and pool rooms
  - 5. Bowling lanes
  - 6. Coliseums
  - 7. Dance hall and pavilions
  - 8. Duck pin alleys
  - 9. Karting tracks (no loading & unloading passengers)
  - 10. Race tracks (no pari-mutuel betting)
  - 11. Roller skating rinks
  - 12. Stadiums
  - 13. Theaters
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **APPRENTICES, ADULT PROGRAM**

Child labor permits are not needed for apprentices indentured by the Department of Workforce Development and they are NOT subject to prohibited employments when they are performing a service within the provisions of their contract. [Wis. Stat. § 103.70\(1\)](#) and [Wis. Admin. Code § DWD 270.05\(2\)\(e\)](#).

### **ARCADES**

- A. **OK for 14 and over.**

**ARENAS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**ASBESTOS, CHRYSOTILE, CROCIDOLITE, AMOSITE, TREMOLITE, ANTHOPHYLLITE AND ACTINOLITE**

- A. **Prohibited to All Minors**– Occupations or duties involving exposure to these substances.
- B. [Wis. Admin. Code § DWD 270.12\(3\)](#).

**AUDITORIUMS**

- A. **OK for 14 and over.**

**AUTOMOBILES**

- A. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**BABYSITTING**

- A. **OK for 12 and over** in non-business home.
- B. **OK for 14 and over** in a business.
- C. No permit necessary if work is performed in private homes, not in association with a business. Permits are required if work is done for a business.
- D. Hours, times of day, and days per week not regulated. In businesses, hours are regulated.
- E. SEE Domestic Employment & [Wis. Admin. Code § DWD 270.05\(2\)\(i\)](#).

**BAKERIES**

- A. **OK for 14 and over.**
- B. SEE Bakery Machines & [Wis. Admin. Code § DWD 270.12\(4\)](#).

**BAKERY MACHINES**

- A. **Prohibited to ALL MINORS.**
- B. Operation, assisting to operate, or setting up, adjusting, repairing, oiling or cleaning any:
  - 1. Horizontal or vertical dough mixer
  - 2. Batter mixer
  - 3. Bread dividing machine
  - 4. Rounding machine
  - 5. Molding machine
  - 6. Dough brake
  - 7. Dough sheeter
  - 8. Combination bread slicing and wrapping machine
  - 9. Cake cutting band saw
- C. Setting up or adjusting a cookie or cracker machine.
- D. [Wis. Admin. Code § DWD 270.12\(4\)](#).

**BANDS, COMBOS, ORCHESTRAS, MUSICIANS**

- A. No permit necessary. No minimum age.
- B. ***Prohibited to ALL Minors***– Playing in a:
  - 1. Roadhouse
  - 2. Cabaret
  - 3. Dance hall
  - 4. Night Club
  - 5. Tavern
  - 6. Or other similar places
- C. These prohibitions do not apply to theatres, dinner theaters, or dances held solely for minors, conducted by private clubs or civic organizations.
- D. SEE Public Exhibition & [Wis. Stat. § 103.78](#).

**BAND SAWS**

- A. SEE Circular Saws, Band Saws, Chain Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).

**BEER DEPOTS AND LIQUOR STORES**

- A. **OK for 14 and over.**
- B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**BILLIARD HALLS**

- A. **OK for 14 and over.**

**BINGO**

- A. ***Prohibited to All Minors***– Occupations involving conducting or assisting in the operation of the bingo game.
- B. [Wis. Admin. Code § DWD 270.12\(5\)](#) & [Wis. Stat. § 563.51\(13\)\(b\)](#), which regulates bingo games contains a similar prohibition.

**BRICK, TILE AND KINDRED PRODUCTS**

- A. **OK for 16 and over** in offices in silica brick manufacturers or silica refractories. ***All other activities prohibited.***
- B. ***Prohibited to All Minors***– All occupations in and about establishments in which clay construction products are manufactured.
  - 1. Brick
  - 2. Hollow structural tile
  - 3. Sewer pipe and kindred products
  - 4. Refractories
  - 5. Architectural terra cotta
  - 6. Glazed structural tile
  - 7. Roofing tile
  - 8. Stove lining
  - 9. Chimney pipes and tops
  - 10. Wall coping
  - 11. Drain tile

- C. [Wis. Admin. Code § DWD 270.12\(6\)](#).

### **BOATS AND VESSELS**

- A. **OK for 16 and over**– Commercial Use.  
B. SEE Transportation & [Wis. Admin. Code § DWD 270.13\(19\)](#).

### **BOUNCERS, CROWD CONTROL**

- A. **Prohibited to ALL MINORS**- In establishments where liquor is present.  
B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **BOWLING ALLEYS**

- A. **OK for 14 and over**.  
B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **BREWERIES**

- A. **OK for 16 and over**.  
B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).  
C. SEE Manufacturing, Mining or Processing.

### **BREWERY OFFICES**

- A. **OK for 14 and over**.  
B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **BUILDING TRADES**

- A. **OK for 16 and over** (General Employment).  
B. SEE Construction & [Wis. Admin. Code § DWD 270.13\(5\)](#).

### **BUSES**

- A. **Prohibited to ALL MINORS**– driving.  
B. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

### **CBRFs (Community-Based Residential Facilities)**

- A. **OK for 16 and over** under the following conditions:
- CBRFs are not required to have licensed practical nurses or registered nurses on the premises at all times.
  - If students work as CNAs are employed under 18 years of age, they must work on site with another qualified caregiver; they *may not work alone*.
  - A facility waiver must be issued from the Department of Health Services, Division of Quality Assurance, for Youth Apprenticeship students placed in CBRFs. For more information or to re-request a waiver, contact the Assisted Living Regional Director in the county in which the facility is located. See [http://www.dhs.wisconsin.gov/rl\\_DSL/Contacts/alsreglmap.htm](http://www.dhs.wisconsin.gov/rl_DSL/Contacts/alsreglmap.htm)

### **CNAs (Certified Nursing Assistants)**

- A. **OK for 16 and over** after passing CNA competency test.

**CABS**

- A. **Prohibited to ALL MINORS**– driving
- B. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**CADDIES ON GOLF COURSES**

- A. **OK for 12 and over.**
- B. SEE Golf Courses & [Wis. Admin. Code §§ DWD 270.10\(2\)\(d\) & DWD 270.17](#).

**CAMPS**

- A. **OK for 14 and over.**
- B. Work must be in accordance with all provisions of the minimum wage and child labor regulations.

**CANNING FACTORIES**

- A. **OK for 16 and over.**
- B. Special regulations for 16 and 17 employed during canning season.

**CARNIVALS**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).
- B. SEE Street Carnivals and Traveling Shows & [Wis. Admin. Code §§ DWD 270.12\(2\) & DWD 270.13\(18\)](#).

**CAR WASHES**

- A. **OK for 14 and over IF** no driving.
- B. **OK for 16 and over** to drive car on lot into wash, not on public streets.

**CATERING**

- A. **OK for 16 and over** with direct adult supervision.
- B. **OK for 14 and over IF** work in office, workroom, or kitchen IF preparing & serving food & beverages with adult supervision including use of dishwashers, toasters, dumbwaiters, microwaves, popcorn poppers, blenders, automatic coffee machines, and devices used to maintain temperature of prepared food (such as warmers, steam tables and heat lamps).
- C. May not be sent to places of employment prohibited by child labor regulations.
- D. SEE Cooking & [Wis. Admin. Code § DWD 270.13\(10\)](#).

**CIRCULAR SAWS, BAND SAWS, CHAIN SAWS, AND GUILLOTINE SHEARS**

- A. **OK for 16 and over IF** power-driven fixed or portable machines are equipped with full automatic feed and ejection AND a fixed guard.
- B. **Prohibited to ALL MINORS**-
  - 1. Operator or helper, setting up, adjusting, repairing, oiling or cleaning on the following power-driven fixed or portable machines.

**NOTE:** Setting up, adjusting, repairing & cleaning is allowable provided the tasks are completed electronically; in a manner so that the youth is not accessing sharp or moveable parts; OR the equipment is locked out/tagged out with no power.

- a. Circular saws
- b. Band saws
- c. Guillotine shears
- d. Chain saws

C. [Wis. Admin. Code § DWD 270.12\(25\)](#).

### **CLEANING**

A. **OK for 14 and over.**

1. Janitorial.
2. Medical & Lab Cleaning.

B. SEE Infectious Agents & Power-driven Machinery.

### **CLUBHOUSES**

A. **OK for 14 and over.**

B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **COAL MINE**

A. **OK for 16 and over-**

1. Refuse picking at a picking table or picking chute in a tipple or breaker.
2. Office duties.
3. Repair and maintenance shops on the mine surface.

B. ***Prohibited to ALL MINORS.***

1. All Occupations in or about a coal mine which are:
  - a. Performed underground
  - b. In an open pit
  - c. On the surface part of a plant contributing to the
    - (1). Extraction
    - (2). Grading
    - (3.) Clearing
    - (4.) Handling

C. [Wis. Admin Code § DWD 270.12\(8\)](#).

### **COFFEE SHOP**

A. **OK for 14 and over.**

B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **COLISEUMS**

A. **OK for 14 and over.**

B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **COMBOS, BANDS, MUSICIANS, ORCHESTRAS**

A. SEE Bands & Public Exhibition & [Wis. Stat. § 103.78](#).

## COMMUNICATIONS AND PUBLIC UTILITIES

- A. **OK for 16 and over.**
- B. [Wis. Admin. Code § DWD 270.13\(4\)](#).

## CONFINED SPACE

- A. ***Prohibited to All Minors-***
- B. All occupations or duties in an environment which by design or construction has limited openings for entry and egress, has unfavorable natural ventilation, could reasonably be believed by the employer to have dangerous air contaminants, or contain materials which may produce dangerous air contaminants, and is not intended for human occupancy.
- C. Confined spaces include, but are not limited to:
  - 1. Storage tanks
  - 2. Compartments of ships
  - 3. Process vessels
  - 4. Pits
  - 5. Silos
  - 6. Vats
  - 7. Degreasers
  - 8. Reaction vessels
  - 9. Boilers
  - 10. Ventilation and exhaust ducts
  - 11. Manholes
  - 12. Sewers
  - 13. Tunnels
  - 14. Underground utility vaults
  - 15. Pipelines
- D. Does NOT include heating system tunnels and vaults.
- E. [Wis. Admin. Code § DWD 270.12\(7\)](#).

## CONSTRUCTION

- A) ***Prohibited to ALL MINORS-*** Demolition.
- B) SEE Wrecking, Demolition and Ship-breaking & [Wis. Admin. Code § DWD 270.12\(28\)](#).
- C) All others-
  - 1. SEE Circular Saws, Band Saws, Chain Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).
  - 2. SEE Excavation Operations & [Wis. Admin. Code § DWD 270.12\(9\)](#).
  - 3. SEE Hoists and Hoisting Apparatus & [Wis. Admin. Code § DWD 270.12\(12\)](#).
  - 4. SEE Woodworking Power-Driven Machinery & [Wis. Admin. Code § DWD 270.12\(27\)](#).

## COOKING

- A. **OK for 16 and over** with direct adult supervision.
- B. **OK for 14 and over IF** work in office, workroom, or kitchen IF preparing & serving food & beverages with adult supervision including use of dishwashers, toasters, dumbwaiters, microwaves, popcorn poppers, blenders, automatic coffee machines, and

devices used to maintain temperature of prepared food (such as warmers, steam tables and heat lamps).

- C. May not be sent to places of employment prohibited by child labor regulations.
- D. SEE Cooking & [Wis. Admin. Code § DWD 270.13\(10\)](#).

### **COOPERAGE STOCK MILL**

- A. SEE Logging, Saw Mill, Lath Mill, Shingle Mill or Cooperage Stock Mill & [Wis. Admin. Code § DWD 270.12\(17\)](#).

### **CURB SERVICE RESTAURANTS AND STANDS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **DANCE BANDS**

- A. SEE Bands and Public Exhibition & [Wis. Stat. § 103.78](#).

### **DANCE HALLS**

- A. **OK for 14 and over.**
- B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **DELIVERY DRIVERS**

- A. **Prohibited to ALL MINORS** as the driver.
- B. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

### **DEMOLITION AND WRECKING**

- A. **Prohibited to ALL MINORS**— Demolition.
- B. SEE Wrecking, Demolition and Ship-breaking & [Wis. Admin. Code § DWD 270.12\(28\)](#).

### **DISTRIBUTING**

- A. **OK for 12 and over.**
- B. SEE Street Trades & [Wis. Admin. Code § DWD 270.10\(2\)](#).

### **DITCHES**

- A. **OK for 16 and over IF** in ditches and trenches not exceeding 4 feet in depth at any point.
- B. **Prohibited to ALL MINORS**—In trenches, tunnels and caissons over 4 feet in depth.
- C. SEE Excavation Operations & [Wis. Admin. Code §§ DWD 270.12\(9\) & DWD 270.12\(7\)](#) Confined Spaces.

### **DOMESTIC EMPLOYMENT**

- A. **OK for 12 and over.**
- B. No permit necessary if work is performed outside school hours.
- C. Hours, time of day, and days per week not regulated.
- D. **NOTE:** Work must be in connection with home of employer (such as caring for children, mowing lawns, raking lawns, shoveling snow, etc.), not in connection with business, trade, or profession of employer.

**DREDGING**

- A. SEE Mining, other than Coal, & [Wis. Admin. Code DWD 270.12\(20\)](#).

**DRILL PRESSES**

- A. **OK for 16 and over.**  
B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

**DRIVER AND HELPERS**

- A. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**ELEVATORS**

- A. SEE Hoists and Hoisting Apparatus & [Wis. Admin. Code § DWD 270.12\(12\)](#).

**EXCAVATION OPERATIONS**

- A. ***Prohibited to ALL MINORS-***
1. Occupations in trenches over 4 feet in depth
    - a. Excavating
    - b. Working in
    - c. Backfilling
    - d. Refilling
  2. Occupations for buildings or other structures
    - a. Excavating
    - b. Working in
  3. Working within tunnels or shafts prior to the completion of all driving and shoring operations.
- B. [Wis. Admin. Code §§ DWD 270.12\(9\) & DWD 270.12\(7\)](#).

**EXOTIC DANCERS**

- A. ***Prohibited to all minors.***  
B. [Wis. Admin. Code § DWD 270.12\(10\)](#).

**EXPLOSIVES**

- A. **OK for 16 and over** in retail establishments where explosives are sold.  
B. **OK for 16 and over** in the following occupations in or about any establishment manufacturing or storing small arms ammunition **IF:**
1. Manufacturing or storing small arms ammunition not exceeding .60 caliber in size, shotgun shells or blasting caps
  - 2) Manufacturing, mixing, transporting or handling explosive compounds used in small arms ammunition or duties performed in explosive areas where compounds are manufactured or mixed.
  - 3) Manufacturing, transporting, or handling of primers or duties in same building in which primers are manufactured
  - 4) Priming of cartridges and duties in same workroom where rimfire cartridges are primed
  - 5) Plate loading of cartridges
  - 6) Operation of automatic loading machines

- 7) Blasting caps
  - a. Loading
  - b. Inspecting
  - c. Packing
  - d. Shipping
  - e. Storage
- C. ***Prohibited to ALL MINORS*** - Any occupation in or about establishments that manufacture or store explosives or explosive components > .60 caliber.
- D. [Wis. Admin. Code § DWD 270.12\(11\)](#).

## **FACTORIES**

- A. **OK for 16 and over** (General Employment).
- B. SEE:
  - 1. Bakery Machines & [Wis. Admin. Code § DWD 270.12\(4\)](#).
  - 2. Circular Saws, Band Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).
  - 3. Explosives & [Wis. Admin. Code § DWD 270.12\(11\)](#).
  - 4. Hoists and Hoisting Apparatus & [Wis. Admin. Code § DWD 270.12\(12\)](#).
  - 5. Logging, Saw Mill, Lath Mill, Shingle Mill or Cooperage Stock Mill & [Wis. Admin. Code § DWD 270.12\(17\)](#).
  - 6. Metal Forming, Punching and Shearing Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(19\)](#).
  - 7. Paper Products Machines & [Wis. Admin. Code § DWD 270.12\(22\)](#).
  - 8. Radioactive Substances & Ionizing Radiations & [Wis. Admin. Code § DWD 270.12\(23\)](#).
  - 9. Slaughtering, Meat Packing or Processing or Rendering & [Wis. Admin. Code § DWD 270.12\(18\)](#).
  - 10. Strikes and Lockouts & [Wis. Admin. Code § DWD 270.12\(26\)](#).
  - 11. Woodworking Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(27\)](#).

## **FAIRS**

- A. **OK for 14 and over.**
- B. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code §§ DWD 270.12\(2\) & DWD 270.13\(18\)](#).

## **FARM TYPE TRACTORS AND OTHER SELF-PROPELLED VEHICLES**

- A. **OK for 16 and over.**
- B. Under certain conditions, **OK for 14 and over.**
- C. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

## **FILLING STATIONS**

- A. **OK for 14 and over.**
- B. SEE Service Stations.
- C. SEE Hoists and Hoisting Apparatus & [Wis. Admin. Code §§ DWD 270.12\(12\) & DWD 270.13\(14\)](#).

## **FLOOR MAINTENANCE EQUIPMENT (Polishers and Scrubbers)**

- A. **OK for 16 and over.**
- B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

### **FLOOR SANDERS**

- A. **OK for 16 and over.**
- B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

### **FOOD SLICERS**

- A. ***Prohibited to ALL MINORS.***
- B. SEE Meat Slicers and Saws & [Wis. Admin. Code § DWD 270.12\(18\)](#).

### **FORKLIFT TRUCKS (Industrial)**

- A. ***Prohibited to ALL MINORS.***
- B. SEE Hoists and Hoisting Apparatus & [Wis. Admin Code § DWD 270.12\(12\)](#).

### **FREE SILICA**

- A. ***Prohibited to ALL MINORS.***
- B. SEE Brick, Tile and Kindred Products & [Wis. Admin. Code § DWD 270.12\(6\)](#).

### **FUR FARM (Deemed Agriculture)**

- A. **OK for 12 and over.**
- B. No permit necessary.
- C. Hours per week, time of day, hazardous employments regulated.
- D. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

### **GARAGES**

- A. **OK for 14 and over.**
- B. SEE Ladders, Service Stations, Hoists and Hoisting Apparatus & [Wis. Admin. Code §§ DWD 270.12\(12\)](#), [DWD 270.13\(11\)](#), & [DWD 270.13\(14\)](#).

### **GASOLINE STATIONS**

- A. **OK for 14 and over.**
- B. SEE Ladders, Service Stations, Hoists and Hoisting Apparatus & [Wis. Admin. Code §§ DWD 270.12\(12\)](#), [DWD 270.13\(11\)](#), & [DWD 270.13\(14\)](#).

### **GOLF COURSES/GOLF CARTS**

- A. **OK for 14 and over.** SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).
- B. **OK for 14 and over** in clubhouses. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).
- C. **OK** for power-driven golf carts **16 and over** (not on roads).
- D. **OK for 12 and over** as caddies.
- E. [Wis. Admin. Code §§ DWD 270.10\(2\)\(d\)](#) & [DWD 270.17](#).

**GRAVEL PITS, MINES, AND QUARRIES**

- A. **OK for 16 and over** in offices or weigh stations.
- B. **Prohibited to ALL MINORS**– Occupations in or about
- C. SEE Mining, other than Coal, & [Wis. Admin. Code § DWD 270.12\(20\)](#).

**GREENHOUSES**

- A. **OK for 14 and over.**
- B. Not considered agriculture unless operated by farmer for food and farm plants. Child labor permits are required.
- C. SEE Ladders.

**GRINDER & GRINDER WHEELS**

- A. **OK for 16 and over.**
- B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

**GUILLOTINE SHEARS**

- A. SEE Circular Saws, Band Saws, Chain Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).

**GUN CLUBS**

- A. **OK for 16 and over** as skeet and trap loaders, and for pullers and scorers if work performed on gun range itself.
- B. **OK for 14 and over** (General Employment).
- C. [Wis. Admin. Code § DWD 270.13\(8\)](#).

**HELPER – MOTOR VEHICLE**

- A. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**HOISTS AND HOISTING APPARATUS**

- A. **OK for minors to ride** on a freight elevator operated by an assigned operator.
- B. **OK for 16 and over-**
  - 1. Operation or tending of any hoisting apparatus including:
    - a. grease rack lift
    - b. floor jacks
    - c. service jacks
    - d. hand jacks
  - 2. Operation of an unattended automatic operation passenger elevator or an electric or air-operated hoist **IF not greater than one-ton.** [Wis. Admin. Code § DWD 270.12\(12\)\(b\)](#).
  - 3. Patient Lifts- Can **assist** an adult worker in the operation of floor-based vertical powered patient/resident lift devices, ceiling mounted vertical powered patient/resident lift devices, and powered sit-to-stand patient/resident lift devices after completing a required CNA training program. U.S. Department of Labor – Wage & Hour Division, [Field Assistance Bulletin 2011-3](#).
- C. **Prohibited to ALL MINORS-**
  - 1. Operation of power-driven hoisting apparatus

- a. Elevator (except automatic elevators)
  - b. Crane
  - c. Derrick
  - d. Hoist
  - e. High-lift truck, i.e. forklift
  - f. Hydraulic lift (including non-power driven)
  - 2. Riding on power-driven hoisting apparatus
    - a. Manlift
    - b. Freight elevators (except one operated by assigned operator)
      - 3. Assisting in the operation of a crane, derrick or hoist as
        - a. Crane hookers
        - b. Crane chasers
        - c. Hookers-on
        - d. Riggers
        - e. Rigger helpers
        - f. Like occupations
- D. [Wis. Admin. Code § DWD 270.12\(12\)](#).

### HOSPITALS

- A. **OK for 16 and over** (personal care of patients). Personal care includes assisting the patient in dressing, bathing, eating, ambulation (walking from place to place), etc.
- B. **For Patient Lifts**– SEE Hoists and Hoisting Apparatus and [Wis. Admin. Code § DWD 270.12\(12\)](#).
- C. **OK for 14 and over** to push patients in wheelchairs, but no loading and unloading of the chair. [Wis. Admin. Code § DWD 270.13\(9\)](#).

### HOTELS, MOTELS, SUMMER RESORTS, AND CLUBHOUSES

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### INFECTIOUS AGENTS

- A. ***Prohibited to all minors***- All occupations or duties relating to exposure to bacterial, mycoplasmal, fungal, parasitic or viral agent identified by the department by rule as causing illness in humans or human fetuses or both, **which is introduced** by an employer to (**purposely**) be used, studied, or produced in the workplace.
- B. "Infectious agent" does NOT include such an agent in or on the body of a person who is present in the workplace for diagnosis or treatment.
- C. "Studied" does NOT include testing completed in diagnostic laboratories using standard precautions where blood, urine, and other bodily fluids are tested diagnostically.
- D. [Wis. Admin. Code § DWD 270.12\(13\)](#).

### INSECTICIDES

- A. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

**IONIZING OR RADIATION EXPOSURE**

- A. SEE Radioactive Substances & Ionizing Radiations & [Wis. Admin. Code § DWD 270.12\(23\)](#).

**KARTING TRACKS**

- A. **OK for 14 and over.**  
B. SEE Amusement Parks.

**KIDDIE RIDES**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals, and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).

**KITCHEN WORK**

- A. SEE Cooking.

**LADDERS**

- A. **OK for 16 and over.**  
B. SEE Roofing & [Wis. Admin. Code § DWD 270.13\(11\)](#).

**LATH MILL**

- A. SEE Logging, Saw Mill, Lath Mill, Shingle Mill, or Cooperage Stock Mill & [Wis. Admin. Code § DWD 270.12\(17\)](#).

**LATHES**

- A. **OK for 16 and over.** (NOT wood lathes).  
B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

**LAWN AND GARDEN EQUIPMENT INCLUDING SIDEWALK TYPE SNOW BLOWERS:**

- A. **OK for 16 and over.**  
B. **OK for Minors 14 and over** in and around the private home of the employer and not in connection with his trade or business with proper instruction in the handling and maintenance of such equipment.  
C. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

**LEAD**

- A. **Prohibited to ALL MINORS-** All occupations involving hazardous exposure to lead.  
B. [Wis. Admin. Code § DWD 270.12\(16\)](#).

**LIFEGUARDS AND SWIMMING INSTRUCTORS AND AIDES**

- A. **OK for 16 and over** as lifeguards, swimming instructors, and aides **IF** the minor has successfully completed a bona fide life saving course.  
B. **Minors 14 and 15** can work in basket room only.  
C. [Wis. Admin. Code § DWD 270.12\(14\)](#).

**LIFTS**

- A. SEE Hoists and Hoisting Apparatus and [Wis. Admin. Code § DWD 270.12\(12\)](#).

**LIQUOR**

- A. **OK for 14 and over** in establishment where strong spirituous or malt liquors are manufactured, bottled, stored, sold or given away IF they are not serving, selling, dispensing or giving away that liquor.
- B. **NOTE:** Taking orders for liquor does not constitute serving, selling, dispensing or giving away liquor.
- C. Minors may not act as bouncers, crowd controllers, or identification checkers where liquor is present.
- D. [Wis. Admin. Code § DWD 270.12\(15\)](#).

**LOCKOUTS**

- A. SEE Strikes and Lockouts & [Wis. Admin. Code § DWD 270.12\(26\)](#).

**LOGGING, SAW MILL, LATH MILL, SHINGLE MILL, OR COOPERAGE STOCK MILL**

- A. **OK for 16 and over-**
  - 1. Offices
  - 2. Repair or maintenance shop
  - 3. Living and administrative quarters of logging camps
- a. Construction
- b. Operation
- c. Repair or maintenance
- 4. Work in
  - a. Timber cruising
  - b. Surveying
  - c. Logging-engineering parties
  - d. Repair or maintenance of
    - (1) Roads
    - (2) Railroads
    - (3) Flumes
      - e. Forest protection
        - (1) Clearing fire trails or roads
        - (2) Piling and burning slash
        - (3) Maintaining fire fighting equipment
        - (4) Constructing and maintaining telephone lines
        - (5) Fire lookout or fire patrolman away from actual logging operations
          - f. Occupations not done in conjunction with or at same time and place as other occupations declared hazardous
    - (1) Peeling fence posts
    - (2) Pulpwood
    - (3) Chemical wood
      - g. Work in the feeding or care of animals related to logging
- 5. Work in permanent saw mill, lath mill, shingle mill, or cooperage stock mills
  - a. Offices
  - b. Repair or maintenance shop

- c. Straightening, marking, or tallying lumber on the dry chain or the dry drop sorter
  - d. Pulling lumber from the dry chain
  - e. Cleanup in the lumberyard
  - f. Piling, handling or shipping of cooperage stock in yards or storage sheds
  - g. Clerical work in yards or shipping sheds such as done by order men, tallymen and shipping clerks
- B. *Prohibited to ALL MINORS-***
- 1. All occupations in logging, and in the operation of any saw mill, lath mill, shingle mill or cooperage stock mill.
    - a. Felling or bucking of timber
    - b. Collecting or transporting of logs
    - c. Operation of or assisting in operation of power-driven machinery
    - d. Handling or use of explosives
    - e. Work on trestles
    - f. Portable saw mill
    - g. Lumberyard used for temporary storage of green lumber
    - h. Entering of saw mill building
    - i. Use of chain saws
- C. [Wis. Admin. Code § DWD 270.12\(17\)](#).**

### **MACHINES**

- A. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).
- B. SEE Bakery Machines & [Wis. Admin. Code § DWD 270.12\(4\)](#).
- C. SEE Circular Saws, Band Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).
- D. SEE Hoists and Hoisting Apparatus & [Wis. Admin. Code § DWD 270.12\(12\)](#).
- E. SEE Metal forming, Punching and Shearing Power-Driven Machinery & [Wis. Admin. Code § DWD 270.12\(19\)](#).
- F. SEE Paper Products Machines & [Wis. Admin. Code § DWD 270.12\(22\)](#).
- G. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).
- H. SEE Woodworking Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(27\)](#).

### **MANUFACTURING, MINING OR PROCESSING**

- A. **OK for 16 and over.**
- B. SEE Factories; Machines; and Mining, other than Coal, & [Wis. Admin. Code § DWD 270.13\(13\)](#).

### **MARINAS**

- A. **OK for 14 and over.**
- B. **OK for 16 and over** operating boats.

### **MEAL PERIODS**

- A. At least 30 minutes shall be allowed for each meal period reasonably close to the usual meal period time, namely 6 a.m., 12 noon, 6 p.m. and 12 midnight. In no case may a minor work more than 6 consecutive hours without a meal period.
- B. [Wis. Admin. Code § DWD 270.11\(3\)](#).

**MEAT GRINDERS**

- A. ***Prohibited to ALL MINORS.***
- B. SEE Slaughtering, Meat Packing or Processing or Rendering & [Wis. Admin. Code § DWD 270.12\(18\)](#).

**MEAT PACKING**

- A. SEE Slaughtering, Meat Packing or Processing or Rendering & [Wis. Admin. Code § DWD 270.12\(18\)](#).

**MEAT SLICERS AND SAWS**

- A. ***Prohibited to ALL MINORS.***
- B. [Wis. Admin. Code § DWD 270.12\(18\)](#).

**MERCANTILE ESTABLISHMENT (STORES)**

- A. **OK for 14 and over.**

**MERCURY**

- A. SEE Mining other than Coal & [Wis. Admin. Code § DWD 270.12\(20\)](#).

**METAL FORMING, PUNCHING AND SHEARING POWER-DRIVEN MACHINES**

- A. **OK for 16 and over IF** pressing and punching machines are equipped with automatic feed and ejection and with a fixed barrier to prevent hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.
- B. ***Prohibited to ALL MINORS-*** Operator of or helper on the following power-driven metal forming, punching and shearing machines
  - a. All rolling machines such as
    - (1) Bending
    - (2) Straightening
    - (3) Corrugating
    - (4) Flanging
    - (5) Bending rolls
    - (6) Hot or cold rolling mills
  - b. All pressing or punching machines such as (**except those with automatic feed and ejection**)
    - (1) Punch press
    - (2) Power presses
    - (3) Plate punches
  - c. All bending machines such as
    - (1) Apron brakes
    - (2) Press brakes
  - d. All hammering machines such as
    - (1) Drop hammers
    - (2) Power hammers
  - e. All shearing machines such as
    - (1) Guillotine or squaring shears
    - (2) Alligator shears

## (3) Rotary shears

2. Occupations of setting up, adjusting, repairing, oiling or cleaning machines including those with automatic feed and ejection. **NOTE:** Setting up, adjusting, repairing & cleaning is allowable provided the tasks are completed electronically; in a manner so that the youth is not accessing sharp or moveable parts; OR the equipment is locked out/tagged out with no power.
- C. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).
- D. SEE Circular Saws, Band Saws, Guillotine Shears & *WI Admin. Code DWD 270.12(25)*.
- E. [Wis. Admin. Code § DWD 270.12\(19\)](#).

**MINING OTHER THAN COAL****A. OK for 16 and over-**

1. Offices, warehouse or supply house, change house, laboratory, and repair or maintenance shops not located underground
2. Operations and maintenance of living quarters
3. Surveying, repair and maintenance of roads, general cleanup such as cleaning brush and digging drainage ditches
4. Track crews for building and maintaining track in open-cut metal mines when mining and haulage is not conducted at same time and place
5. Surface placer mining operations other than placer dredging and hydraulic placer operations
6. Metal mills other than in mercury recovery mills or mills using cyanide process
  - a. Jigs, sludge tables, flotation cells on drain filters
  - b. Hand sorting at picking table or picking belt
  - c. General cleanup

**B. Prohibited to ALL MINORS-**

1. The term all occupations in connection with mining *other than coal* shall mean all work performed
  - a. Underground in mines and quarries
  - b. On the surface at underground mines and underground quarries
  - c. Open-cut mines in or about
  - d. Open quarries
  - e. Clay pits
  - f. Sand and gravel operations
  - g. Placer mining operations at or about
  - h. Dredging operations for clay, sand or gravel at or about
  - i. Bore hole mining operations at or about
  - j. Metal mills, washer plants or grinding mills reducing the bulk of the extracted minerals at or about
  - k. Any other crushing, grinding, screening, sizing, washing or cleaning operations on extracted mineral except where part of a manufacturing process.

C. [Wis. Admin. Code § DWD 270.12\(20\)](#).**MODELING**

- A. No age limit. NOT in roadhouse, dance hall, tavern or similar place.
- B. No permit necessary.

- C. Parents must accompany minors under age 16.
- D. [Wis. Stat. § 103.78](#).

### **MOTELS, HOTELS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **MOTOR VEHICLE DRIVER AND OUTSIDE HELPER**

- A. **OK for 17-year-olds IF:**
  - 1. Driving is only occasional and incidental.
  - 2. Driving is restricted to daylight hours.
  - 3. Driving takes place within a 30-mile radius of the place of employment.
  - 4. The motor vehicle does not exceed 6,000 pounds gross weight.
  - 5. The minor has a valid driving license for the type of driving involved.
  - 6. The minor has no record of moving violations at the time of hire.
  - 7. The vehicle is equipped with safety belts and seat belt instruction is provided.
  - 8. The driving may not involve any of the following:
    - a. Towing of vehicles;
    - b. Route deliveries or route sales;
    - c. Transportation for hire of property, goods, or passengers;
    - d. Urgent, time-sensitive deliveries;
    - e. Transporting more than 3 passengers who are employees of the employer at any one time.
- B. ***Prohibited to ALL MINORS***- Outside helpers on motor vehicles. “Outside helper” means any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.
- C. [Wis. Admin. Code § DWD 270.12\(21\)](#).

### **MOWERS**

- A. **OK for 16 and over.**
- B. **OK for 14 and over IF** non-power driven mowers.
- C. **OK for 14 and over** in and around the private home of the employer and not in connection with his trade, business or profession with proper instruction in the handling and maintenance of such equipment. [Wis. Admin. Code § DWD 270.13\(15\)\(c\)](#).
- D. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)\(b\)4](#).

### **MUSICIANS**

- A. SEE Band, Combos, Orchestras, Musicians and Public Exhibition, & [Wis. Stat. § 103.78](#).

### **NEWSPAPER DELIVERY**

- A. **OK for 12 and over.**
- B. SEE Street Trades & [Wis. Stat. § 103.23\(2\)](#), & [Wis. Admin. Code Ch. DWD 271](#).

### **NAIL GUNS**

- A. ***Prohibited to ALL MINORS.***
- B. SEE Woodworking Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(27\)](#).

**NURSING HOMES**

- A. **OK for 16 and over** (personal care of patients). Personal care includes assisting the patient in dressing, bathing, eating, ambulation (walking from place to place), etc.
- B. **For Patient Lifts**– SEE Hoists and Hoisting Apparatus and [Wis. Admin. Code § DWD 270.12\(12\)](#).
- C. **OK for 14 and over** to push patients in wheelchairs, but no loading and unloading of the chair. [Wis. Admin. Code § DWD 270.13\(9\)](#).

**ORCHESTRAS**

- A. SEE Bands, Combos, Orchestra, Musicians and Public Exhibitions, & [Wis. Stat. § 103.78](#).

**OUTDOOR THEATERS**

- A. **OK for 14 and over**.

**PAPER PRODUCTS MACHINES**

- A. **OK for 16 and over IF** die cutting press, platen printing press and punch press machines are equipped with automatic feed and ejection and with a fixed barrier to prevent hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.
- B. **OK for 16 and over**– may load materials into, but not operate or unload, a scrap paper baler or box compactor IF:
  - 1. Equipment meets ANSI standard.
  - 2. Equipment has on-off with key-lock system in control of an adult
  - 3. Equipment is off when not in use
  - 4. Equipment has posted notice of child labor restrictions
- C. **Prohibited to ALL MINORS**-
  - 1. Operating or assisting to operate any of the following power-driven paper products machines
    - a. Arm type wire stitcher or stapler
    - b. Circular or band saw
    - c. Corner cutter or mitering machine
    - d. Corrugating and single or double facing machine
    - e. Envelope die cutting press
    - f. Guillotine paper cutter or shear
    - g. Horizontal bar scorer
    - h. Laminating or combining machine
    - i. Sheeting machine
    - j. Scrap paper baler
    - k. Vertical slotter
  - 2. Machines involving hand feeding
    - a. Platen die cutting press
    - b. Platen printing press
    - c. Punch press
  - 3. Occupation of setting up, adjusting, repairing, oiling or cleaning these machines.

**NOTE:** Setting up, adjusting, repairing & cleaning is allowable provided the tasks are completed electronically; in a manner so that the youth is not accessing sharp or moveable parts; OR the equipment is locked out/tagged out with no power.

D. [Wis. Admin. Code § DWD 270.12\(22\)](#).

### **PARENT-OWNED BUSINESS**

- A. **OK for 12 and over IF** a parent owns the business.
- B. Children employed or permitted to work at any gainful occupation for their parent or guardian must be employed in compliance with the Child Labor regulations.
- C. [Wis. Stat. §§ 103.70, 103.67\(2\)\(g\) & \(4\), & 103.82\(3\)](#).

### **PARK STANDS**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **PATIENT LIFTING**

- A. SEE Hoists and Hoisting Apparatus and [Wis. Admin. Code § DWD 270.12\(12\)](#).

### **PAVILIONS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **POOL ROOMS**

- A. **OK for 14 and over.**

### **POWER-DRIVEN MACHINERY (light)**

- A. **OK for 16 and over-**
  - 1. Operation or assisting in operation of the following machines:
    - a. Lawn and grader equipment/power mower and riding lawn mower
    - b. Snow blowers
    - c. Drill presses
    - d. Grinder wheels
    - e. Lathes (NOT Wood Lathes)
    - f. Portable power-driven machinery such as
      - (1) Drills
      - (2) Sanders
      - (3) Polishers (floor)
      - (4) Scrubbers (floor)
        - g. Welding, light
        - h. Spot welding
        - i. Power-driven golf carts (NOT on public roads)
        - j. Weed string trimmers (NOT bladed)
  - 2. **OK for 14 and over-**
    - a. Automatic washing machines
    - b. Vacuum cleaners

- B. [Wis. Admin. Code § DWD 270.13\(15\)](#).

### **PRESS BRAKES**

- A. SEE Metal Forming, Punching and Shearing Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(19\)](#).

### **PRIVATE CLUBS**

- A. **OK for 14 and over.**  
B. SEE Cooking, Liquor and [Wis. Admin. Code § DWD 270.12\(15\)](#).

### **PROCESSING**

- A. SEE Manufacturing, Mining and Processing & [Wis. Admin. Code § DWD 270.13\(13\)](#).

### **PUBLIC EXHIBITION**

- A. No permit necessary.  
B. No minimum age except that no minor under 18 may work in the following in public exhibition:  
1. Roadhouse  
2. Cabaret  
3. Dance hall  
4. Night club  
5. Tavern  
6. Or other similar place  
C. **NOTE:** These prohibitions do not apply to theatres, dinner theaters or dances held solely for minors, conducted by private clubs or civic organizations.  
D. [Wis. Stat. § 103.78](#).

### **PUBLIC MESSENGER SERVICE**

- A. **OK for 16 and over.**  
B. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code §§ DWD 270.12\(21\) & DWD 270.13\(16\)](#).

### **PUBLIC UTILITIES**

- A. **OK for 16 and over.**  
B. SEE Ladders & [Wis. Admin. Code § DWD 270.13\(4\)](#).

### **PUNCHING MACHINES**

- A. SEE Metal Forming, Punching and Shearing Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(19\)](#).

### **QUARRIES, MINES, GRAVEL PITS**

- A. SEE Mining other than Coal & [Wis. Admin. Code § DWD 270.12\(20\)](#).

### **RACETRACKS AND FAIRS WITH PARI-MUTUEL BETTING**

- A. **OK for 16 and over.**  
B. [Wis. Admin. Code § DWD 270.13\(17\)](#).

**RADIOACTIVE SUBSTANCES AND IONIZING RADIATIONS**

- A. **OK for 16 and over** in workrooms with radioactive substances **IF-**
1. The radioactive substances present in the air are average concentrations less than 10% of maximum permissible concentrations recommended for occupational exposure.
  2. The ionizing radiation exposure to ionizing radiations is less than 0.5 rem per year.
  3. The radioactive substances are NOT mixtures of phosphorescent material and radium, mesothorium, or other radioactive material, OR incandescent mantles made from fabric and thorium salt solutions.
- B. **Prohibited to ALL MINORS-** Students are **not allowed** in any workroom with exposure to ionizing radiations OR to any mixture of phosphorescent material and radium, mesothorium, or other radioactive material is stored, used, or made OR incandescent mantles made from fabric and thorium salt solutions are processed and packaged.
- C. [Wis. Admin. Code § DWD 270.12\(23\)](#).

**RAILROADS**

- A. SEE Transportation and [Wis. Admin. Code § DWD 270.13\(19\)](#).

**RECREATION CENTERS**

- A. **OK for 14 and over.**

**RENDERING**

- A. SEE Slaughtering, Meat Packing or Processing or Rendering & [Wis. Admin. Code § DWD 270.12\(18\)](#).

**RESORTS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**RESTAURANTS**

- A. **OK for 14 and over.**
- B. **OK for 16 and over-**
1. Cooking
  2. Baking
- C. **Prohibited to ALL MINORS-**
1. Meat slicers and grinders
  2. Serving, selling, dispensing, giving away alcoholic beverages
- D. SEE Liquor, Meat Slicers, Bakery Machines, Cooking & [Wis. Admin. Code §§ DWD 270.12\(4\)](#), [DWD 270.12\(15\)](#), [DWD 270.13\(10\)](#).

**RIDING ACADEMY**

- A. **OK for 14 and over.**
- B. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code §§ DWD 270.12\(2\)](#) & [DWD 270.13\(18\)](#).

**ROLLER SKATING RINKS**

- A. **OK for 14 and over.**

**ROOFING OR WORK ON OR ABOUT A ROOF**

- A. ***Prohibited to ALL MINORS-***

1. Occupations performed in roofing OR on or about a roof.

- B. [Wis. Admin. Code § DWD 270.12\(24\)](#).

**SALVAGE**

- A. SEE Wrecking, Demolition and Shipbreaking & [Wis. Admin. Code § DWD 270.12\(28\)](#).

**SANDERS**

- A. **OK for 16 and over.**

- B. SEE Power-Driven Machinery (light) & [Wis. Admin. Code § DWD 270.13\(15\)](#).

**SAWS**

- A. SEE Circular Saws, Band Saws, Guillotine Shears & [Wis. Admin. Code § DWD 270.12\(25\)](#).

**SAW MILLS**

- A. SEE Logging, Saw Mill, Lath Mill, Shingle Mill or Cooperage Stock Mill & [Wis. Admin. Code § DWD 270.12\(17\)](#).

**SCAFFOLDS**

- A. SEE Ladders & [Wis. Admin. Code § DWD 270.13\(11\)](#).

**SERVICE STATIONS**

- A. **OK for 16 and over-**

1. Operation or assisting in the operation:

- a. grease rack lifts
- b. service jacks
- c. hand jacks
- d. air compressors
- e. tire changers
- f. truck tire changers
- g. wheel balancers
- h. work in pits
- i. work involving the inflation of any tire mounted on arm equipped with a removable retaining ring
- j. hoists one ton or less

- B. ***Prohibited to ALL MINORS-***

1. Operation or assisting in the operation of:

- a. hoists used on tow trucks **no matter the capacity**
- b. towing of vehicles
- c. cranes

- C. SEE Hoists and Hoisting Apparatus & [Wis. Admin. Code §§ DWD 270.12\(12\)](#), [DWD 270.13\(3\)](#), & [DWD 270.13\(14\)](#).

**SHEARING MACHINES**

- A. SEE Metal Forming, Punching and Shearing Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(19\)](#).

**SHINGLE MILL**

- A. SEE Logging, Saw Mill, Lath Mill, Shingle Mill or Cooperage Stock Mill & [Wis. Admin. Code § DWD 270.12\(17\)](#).

**SHOE SHINING**

- A. **OK for 14 and over** in stand or barber shop. [Wis. Stat. § 103.70](#).  
B. **OK for 12 and over** on any street or public place (Street Trades). [Wis. Stat. §§ 103.21 & 103.22](#), & [Wis. Admin. Code Ch. DWD 271](#).

**SKATING RINKS**

- A. **OK for 14 and over**.

**SKEET TRAP SHOOTING**

- A. **OK for 16 and over** as skeet and trap loaders, and for pullers and scorers if work performed on gun range itself.  
B. **OK for 14 and over** (General Employment).  
C. [Wis. Admin. Code § DWD 270.13\(8\)](#).

**SKI HILL**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).  
B. SEE Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**SLAUGHTERING, MEAT PACKING, PROCESSING OR RENDERING**

- A. **OK for 16 and over-**
1. Messengers
  2. Runners
  3. Hand truckers
  4. Similar occupations
  5. Packaging and shipping lard and oils
  6. Lard roll machines
  7. Bacon cutting machines
  8. Belly rolling machines
- B. **Prohibited to ALL MINORS-** Occupations listed below in or about slaughtering and meat
1. packing establishments, rendering plants, or wholesale, retail or service establishments
    - a. Killing floor
    - b. Curing cellars
    - c. Hide cellars
    - d. Recovery of lard and oils

- e. Tankage or rendering of the following into stock feeds, tallow, inedible greases, fertilizer ingredients and similar products.
  - (1) Dead Animals
  - (2) Animal offal
  - (3) Animal fats
  - (4) Scrap meats
  - (5) Blood
  - (6) Bones
- f. Operation or feeding of the following power-driven meat processing machines, including setting up, adjusting, repairing, oiling or cleaning.
  - (1) Meat patty forming machines
  - (2) Meat and bone cutting:
    - (a) Saws
    - (b) Knives
    - (c) Head splitters
    - (d) Guillotine cutters
    - (e) Snout pullers & jaw pullers
    - (f) Skinning machines
      - g. Horizontal rotary washing machines
      - h. Casing-clearing machines such as
  - (3) Crushing
  - (2) Stripping
  - (3) Finishing
    - i. Grinding machines
    - j. Mixing machines
    - k. Chopping machines
    - l. Hashing machines
    - m. Presses
    - n. All boning occupations
    - o. Pushing or dropping of any suspended
  - (1) Carcass
  - (2) Half carcass
  - (3) Quarter carcass
    - p. Hand lifting or hand carving
  - (1) Suspended carcass (beef, pork or horse)
  - (2) Half carcass (beef, pork or horse)
  - (3) Quarter carcass (beef or horse)
- C. [Wis. Admin. Code § DWD 270.12\(18\)](#).

## **SNOW BLOWERS**

- A. **OK for 16 and over.**
- B. **OK for 14 and over** in and around the private home of the employer and not in connection with his trade, business or profession with proper instruction in the handling and maintenance of such equipment.
- C. SEE Power-Driven Machinery (light) and [Wis. Admin. Code § DWD 270.12\(15\)](#).

**SPECIAL NEEDS EMPLOYEE**

- A. Must have child labor permit even IF have a special minimum wage license.

**SPRAYING OR DUSTING**

- A. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

**STADIUMS**

- A. **OK for 14 and over.**
- B. **Prohibited to ALL MINORS-** Minors may not act as bouncers, crowd controllers or identification checkers where liquor is present.
- C. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**STAPLE GUNS**

- A. **Prohibited to ALL MINORS.**
- B. SEE Woodworking Power-Driven Machines & [Wis. Admin. Code § DWD 270.12\(27\)](#).

**STORES (Mercantile)**

- A. **OK for 14 and over.**

**STORAGE**

- A. SEE Warehousing and Storage & [Wis. Admin. Code § DWD 270.13\(20\)](#).

**STREET CARNIVALS AND TRAVELING SHOWS**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).

**STREET TRADES**

- A. **OK for 12 and over.** Selling & delivering newspapers, magazines and other merchandise, such as ice cream on public streets.
- B. **NOTE: House to house for profit employers,** who recruit minors to conduct street trades from house to house such as selling candy, pot holders, etc. are required to have a street trade permit, but must first obtain a written certification from the Department before a permit can be issued.
- C. [Wis. Stat. § 103.23\(1\)](#) & [Wis. Admin. Code Ch. DWD 271](#).

**STRIKES AND LOCKOUTS**

- A. **Prohibited to ALL MINORS-**
  - 1. Any occupations performed in or on the premises of any establishment where a strike or lockout is in active progress including picketing.
- B. [Wis. Admin. Code § DWD 270.12\(26\)](#).

**SWIMMING INSTRUCTOR AIDS AND LIFEGUARDS**

- A. **OK for 16 and over** as lifeguards, swimming instructors, and aides **IF** the minor has successfully completed a bona fide life saving course.
- B. **Minors 14 and 15** can work in basket room only.
- C. [Wis. Admin. Code § DWD 270.12\(14\)](#).

**TAVERNS**

- A. **OK for 14 and over.**
- B. SEE Cooking, Liquor & [Wis. Admin. Code § DWD 270.12\(15\)](#).

**TAXI**

- A. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**TELEVISION (TV) ANTENNA AND TV CABLE**

- A. **Prohibited to ALL MINORS.**
- B. SEE Roofing & [Wis. Admin. Code § DWD 270.12\(24\)](#).

**THEATERS**

- A. **OK for 14 and over.**

**TOWER ERECTION**

- A. **Prohibited to ALL MINORS.**
- B. SEE Roofing & [Wis. Admin. Code § DWD 270.12\(24\)](#).

**TRACTORS (FARM-TYPE) AND OTHER SELF-PROPELLED VEHICLES**

- A. **OK for 16 and over.**
- B. Under certain conditions, **OK for 14 and over.**
- C. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

**TRANSPORTATION OF PERSONS OR PROPERTY**

- A. SEE Boats.
- B. SEE Motor Vehicle Driver and Outside Helper & [Wis. Admin. Code § DWD 270.12\(21\)](#).

**TRAP SHOOTING AND SKEET LOADING**

- A. **OK for 16 and over** as skeet and trap loaders, and for pullers and scorers if work performed on gun range itself.
- B. **OK for 14 and over** (General Employment).
- C. [Wis. Admin. Code § DWD 270.13\(8\)](#).

**TRAVELING SHOWS AND STREET CARNIVALS**

- A. SEE Amusement Parks, Ski Hills, Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).
- B. SEE Street Carnivals and Traveling Shows & [Wis. Admin. Code § DWD 270.13\(18\)](#).

**TREE TRIMMING**

- A. **OK for 16 and over.** NO power-driven saws.
- B. **OK for 12 and over.** Tree Farms with no other business= Agriculture. Can trim trees on a farm with non-power tools, with ladders no more than 20 feet higher.
- C. **Prohibited to ALL MINORS-** Farms with trees having butts more than 6" in diameter, over 15 feet long to be loaded in trucks would be considered logging-
- D. Tree Wreath Making- Christmas tree wreath making is manufacturing and the minor must be 16.

- E. SEE Agriculture & [Wis. Admin. Code § DWD 270.13\(6\)](#).

### TRENCHES

- A. **OK for 16 and over** to work in ditches and trenches not exceeding 4 feet in depth at any point.
- B. **Prohibited to ALL MINORS**– Trenches, tunnels and caissons over 4 feet in depth.
- C. SEE Excavation Operations and Confined Space & [Wis. Admin. Code §§ DWD 270.12\(7\)](#) and [DWD 270.12\(9\)](#).

### WAREHOUSING AND STORAGE

- A. **OK for 16 and over**.
- B. [Wis. Admin. Code § DWD 270.13\(20\)](#).

### WATER SLIDES

- A. **OK for 16 and over** to load and unload water slide riders.
- B. SEE Amusements, Ski Hills, Street Carnivals, and Traveling Shows & [Wis. Admin. Code § DWD 270.12\(2\)](#).

### WELDING.

- A. **OK for 16 and over** to do light or spot welding.
- B. [Wis. Admin. Code § DWD 270.13\(15\)](#).

### WOODWORKING POWER-DRIVEN MACHINES

- A. **OK for 16 and over**.
1. Removal of material or refuse if it has been conveyed away from table or point of operation by gravity chute, or by a mechanical means such as a moving belt or expulsion roller.
    - a. From a Circular saw
    - b. From a Guillotine-action veneer clipper
  2. Operations that do not involve removing material or refuse directly from a saw table or from the point of operation.
    - a. Carrying
    - b. Moving
    - c. Transporting
    - d. Piling
    - e. Stacking
    - f. Arranging material for feeding by another person
    - g. Sorting
    - h. Tying
    - i. Bundling
    - j. Loading
- B. **Prohibited to ALL MINORS**–
1. Occupations of operating power-driven woodworking machines including chain saws and including supervising, controlling, feeding material into, helping operator to feed material into such machines.

2. Occupations of setting up, adjusting, repairing, oiling or cleaning.

NOTE: Setting up, adjusting, repairing & cleaning is allowable provided the tasks are completed electronically; in a manner so that the youth is not accessing sharp or moveable parts; OR the equipment is locked out/tagged out with no power.

3. Occupations of off-bearing from circular saws and from guillotine-action veneer clippers.

4. Power-driven woodworking machines fixed or portable or tools driven by power used or designed for:

- a. Cutting
- b. Shaping
- c. Forming
- d. Surfacing
- e. Nailing
- f. Stapling-Staple Guns
- g. Wire stitching
- h. Fastening
- i. Or otherwise assembling, pressing or printing wood or veneer
- j. Removal of material or refuse directly from saw table or point of operation

C. [Wis. Admin. Code § DWD 270.12\(27\)](#).

### **WREATHS – WREATH MAKING**

A. SEE Tree Trimming

### **WRECKING, DEMOLITION AND SHIP-BREAKING**

A. **OK for 16 and over IF-**

1. NOT at the site of total, or partial, razing, demolishing or dismantling:

- a. work in salvage material yard
- b. work in scrap metal yard

B. ***Prohibited to ALL MINORS-***

1. All occupations including cleanup and salvage work performed at the site of total or partial razing, demolishing or dismantling of a:

- a. Building
- b. Bridge
- c. Steeple
- d. Tower
- e. Chimney
- f. Other structure
- g. Ship or vessel
- h. Motor vehicle

C. [Wis. Admin. Code § DWD 270.12\(28\)](#).

### **X-RAYS**

A. SEE Radioactive Substances and Ionizing Radiations & [Wis. Admin. Code § DWD 270.12\(23\)](#).

# Appendix



## Chapter DWD 270

### CHILD LABOR

DWD 270.01	Authority and purpose.	DWD 270.11	Hours of labor of minors.
DWD 270.02	Higher standards.	DWD 270.12	Hazardous occupations prohibited to all minors.
DWD 270.03	Required poster on hours minors may work.	DWD 270.13	Hazardous employment prohibited to minors under 16 years of age.
DWD 270.04	Definitions.	DWD 270.14	Exemptions to hazardous employment prohibitions.
DWD 270.05	Child labor permits.	DWD 270.15	Employment of minors in farming.
DWD 270.06	Certificate of age.	DWD 270.16	First processing of perishable fruits and vegetables.
DWD 270.07	Evidence of age for child labor permits and certificates of age.	DWD 270.17	Caddies on golf courses.
DWD 270.08	Fees for permit and certificate of age.	DWD 270.18	Volunteer service.
DWD 270.09	Permanent records to be kept by the employer.	DWD 270.19	Student worklike activities.
DWD 270.10	Minimum ages in various employments.		

**Note:** Chapter Ind 70 as it existed on February 28, 1974 was repealed and a new chapter Ind 70 was created, [Register, February, 1974](#), effective March 1, 1974. Chapter Ind 70 was renumbered chapter ILHR 270 under s. 13.93 (2m) (b) 1., Stats., [Register, February, 1996, No. 482](#). Chapter ILHR 270 was renumbered chapter DWD 270 under s. 13.93 (2m) (b) 1., Stats., and corrections were made under s. 13.93 (2m) (b) 5., 6. and 7., Stats., [Register, May, 1997, No. 497](#). Chapter DWD 270 as it existed on November 30, 2004, was repealed and a new chapter DWD 270 was created, [Register November 2004 No. 587](#), effective December 1, 2004.

**DWD 270.01 Authority and purpose.** This chapter is promulgated under the authority of s. 103.66, Stats., to carry out the purposes of ss. 103.64 to 103.82, Stats., by fixing reasonable classifications of employments, places of employment, maximum hours of employment per day and per week, maximum days of employment per week, hours at which employment may begin and end and the duration of lunch and other rest periods, and prohibited hazardous employment as necessary to protect the life, health, safety, and welfare of minors.

**History:** CR 04-010: cr. [Register November 2004 No. 587](#), eff. 12-1-04.

**DWD 270.02 Higher standards.** Nothing in this chapter may be construed to authorize noncompliance with any federal, state, or municipal statute, regulation, or ordinance establishing a stricter standard. If more than one standard within this chapter applies to a single activity, the standard that provides more protection to a minor applies.

**History:** CR 04-010: cr. [Register November 2004 No. 587](#), eff. 12-1-04.

**DWD 270.03 Required poster on hours minors may work.** A summary of the provisions in s. DWD 270.11 shall be posted in a conspicuous place in all places of employment where minors are employed or permitted to work, except domestic and farm employments, on a form prescribed by the department.

**Note:** To obtain the required poster, contact Department of Workforce Development, Equal Rights Division, P.O. Box 8928, Madison, WI 53708-8928; telephone (608) 266-6860; or web site at <http://dwd.wi.gov/er>.

**History:** CR 04-010: cr. [Register November 2004 No. 587](#), eff. 12-1-04.

**DWD 270.04 Definitions.** In this chapter, the following words and phrases have the designated meanings unless a different meaning is expressly provided:

(1) "Charter school" has the meaning given in s. 115.001 (1), Stats.

**Note:** Section 115.001 (1), Stats., provides that "charter school" means "a school under contract with a school board under s. 118.40 or with one of the entities under s. 118.40 (2r)(b), or a school established and operated by one of the entities under s. 118.40 (2r)(b)."

(2) "Day" means a calendar day, except when a work shift commences in one calendar day and ends in the following day, all hours worked in that shift will count in the day the shift commenced.

(3) "Department" means the department of workforce development.

(4) "Employee" has meaning given in s. 103.001 (5), Stats.

**Note:** Section 103.001 (5), Stats., provides that "employee" means "any person who may be required or directed by any employer, in consideration of direct or indi-

rect gain or profit, to engage in any employment, or to go or work or be at any time in any place of employment."

(5) "Employer" has the meaning given in s. 103.001 (6), Stats.

**Note:** Section 103.001 (6), Stats., provides that "employer" means "any person, firm, corporation, state, county, town, city, village, school district, sewer district, drainage district, family care district and other public or quasi-public corporations as well as any agent, manager, representative or other person having control or custody of any employment, place of employment of any employee."

(6) "Employment" has the meaning given in s. 103.001 (7), Stats.

**Note:** Section 103.001 (7), Stats., provides that "employment" means "any trade, occupation or process of manufacture, or any method of carrying on such trade, occupation or process of manufacture in which any person may be engaged, except in such private domestic service as does not involve the use of mechanical power and in farm labor as used in sub. (12)."

(7) "Farming" has the meaning given in s. 102.04 (3), Stats.

**Note:** Note: Section 102.04 (3), Stats., provides: "As used in this chapter 'farming' means the operation of farm premises owned or rented by the operator. 'Farm premises' means areas used for operations herein set forth, but does not include other areas, greenhouses or other similar structures unless used principally for the production of food and farm plants. 'Farmer' means any person engaged in farming as defined. Operation of farm premises shall be deemed to be the planting and cultivating of the soil thereof; the raising and harvesting of agricultural, horticultural or arboricultural crops thereon; the raising, breeding, tending, training and management of livestock, bees, poultry, fur-bearing animals, wildlife or aquatic life, or their products, thereon; the processing, drying, packing, packaging, freezing, grading, storing, delivering to storage, to market or to a carrier for transportation to market, distributing directly to consumers or marketing any of the above-named commodities, substantially all of which have been planted or produced thereon; the clearing of such premises and the salvaging of timber and management and use of wood lots thereon, but not including logging, lumbering or wood cutting operations unless conducted as an accessory to other farming operations; the managing, conserving, improving and maintaining of such premises or the tools, equipment and improvements thereon and the exchange of labor, services or the exchange of use of equipment with other farmers in pursuing such activities. The operation for not to exceed 30 days during any calendar year, by any person deriving the person's principal income from farming, of farm machinery in performing farming services for other farmers for a consideration other than exchange of labor shall be deemed farming. Operation of such premises shall be deemed to include also any other activities commonly considered to be farming whether conducted on or off such premises by the farm operator."

(8) "General educational development test" has the meaning given in s. PI 5.02 (6).

**Note:** Section PI 5.02 (6) provides that "general educational development test" means "the test developed by the American Council on Education and administered in Wisconsin at testing sites approved by the state superintendent and the American Council on Education."

(9) "Graduated from high school" has the meaning given in s. PI 5.02 (6m).

**Note:** Section PI 5.02 (6m) provides that "graduated from high school" means "for purposes of compulsory attendance under s. 118.15 (1) (a), Stats., means having received a diploma in satisfaction of school board requirements under s. 118.33, Stats., or a high school equivalency diploma under s. 115.29 (4) (a), Stats."

(10) "High school equivalency diploma" means the diploma granted by the state superintendent under s. 115.29 (4), Stats., and ch. PI 5.

(11) "Home-schooled" means participating in a home-based private educational program as defined in s. 115.001 (3g), Stats.

**Note:** Section 115.001 (3g), Stats., provides that "home-based private educational program" means "a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian. An instructional program provided to more than one family unit does not constitute a home-based private educational program."

**(12)** “Permit officer” means any person designated by the department to issue child labor permits and certificates of age.

**(13)** “Place of employment” has the meaning given in s. 103.001 (12), Stats.

**Note:** Section 103.001 (12), Stats., provides that “place of employment” includes “every place, whether indoors or out or underground and the premises appurtenant thereto where either temporarily or permanently any industry, trade or business is carried on, or where any process or operation, directly or indirectly related to any industry, trade or business, is carried on, and where any person is, directly or indirectly, employed by another for direct or indirect gain or profit, but does not include any place where persons are employed in private domestic service which does not involve the use of mechanical power or in farming. ‘Farming’ includes those activities specified in s. 102.04 (3), and also includes the transportation of farm products, supplies or equipment directly to the farm by the operator of said farm or employees for use thereon, if such activities are directly or indirectly for the purpose of producing commodities for market, or as an accessory to such production.”

**(14)** “Public schools” has the meaning given in s. 115.01 (1), Stats.

**Note:** Section 115.01 (1), Stats., provides that “Public schools are the elementary and high schools supported by public taxation.”

**(15)** “Schooled at home” means enrolled in a public or private school but receiving instruction at home rather than the school by special arrangement.

**(16)** “Street trade” has the meaning given in s. 103.21 (6), Stats.

**Note:** Section 103.21 (6), Stats., provides that “street trade” means “the selling, offering for sale, soliciting for, collecting for, displaying or distributing any articles, goods, merchandise, commercial service, posters, circular, newspapers or magazines, or the blacking of boots, on any street or other public place or from house to house.”

**(17)** “Week” means a calendar week, except all hours worked in a shift commenced in a calendar week will count in that calendar week.

**(18)** “Welfare” has the meaning given in s. 103.001 (16), Stats.

**Note:** Section 103.001 (16), Stats., provides that “welfare” includes “comfort, decency and moral well-being.”

**History:** CR 04–010: cr. Register November 2004 No. 587, eff. 12–1–04.

**DWD 270.05 Child labor permits. (1) PERMITS NECESSARY FOR MINORS.** Except as provided in sub. (2), no minor may be employed or permitted to work in any gainful occupation unless the minor first obtains from a permit officer a written permit authorizing the employment of the minor within those periods of time stated in the permit, which shall not exceed the hours prescribed by law.

**(2) EXCEPTIONS.** Child labor permits are not required in the following circumstances:

(a) The minor will be working in street trades and has obtained a permit or is exempt under ss. 103.21 to 103.31, Stats.

(b) The minor will be working in public exhibitions, radio and television broadcasts, or modeling and meets the requirements of s. 103.78, Stats.

(c) The minor is 12 years or over and engaged in farming.

(d) The minor is an apprentice and meets the requirements of s. 106.01, Stats.

(e) The minor is 14 years or over and enrolled in a youth apprenticeship program under s. 106.13, Stats.

(f) The minor will be working to fulfill the requirements of a deferred prosecution agreement pursuant to s. 938.245 (2) (a) 5. b., Stats.

(g) The minor will be working to fulfill the requirements of a consent decree pursuant to s. 938.32 (1t) (a) 2., Stats.

(h) The minor has been adjudged delinquent and will be working as part of a restitution project ordered pursuant to s. 938.34 (5) (b), Stats., or a supervised work program or other community service work pursuant to s. 938.34 (5g) (c), Stats.

(i) The minor’s employment will be limited to work in or around a home in work usual to the home of the employer and the employment is not in connection with or a part of a business, trade, or profession of the employer.

**(3) METHOD OF ISSUING.** Child labor permits may be obtained from any authorized permit officer throughout the state when all of the following are presented to the permit officer:

(a) Evidence of the child’s age as provided in s. DWD 270.07.

(b) Letter from the employer written on the regular letterhead or other business paper stating the intention of the employer to employ the minor; describing the job duties, hours of work, and time of day the minor will be working; and signed by the employer who desires to employ the minor or someone duly authorized by the employer.

(c) Letter from the minor’s parent, guardian, or court–ordered foster parent consenting to the employment or a countersignature of the parent, guardian, or foster parent on the employer’s letter.

(d) The minor’s social security card or proof that the minor has voluntarily opted out of the social security system.

(e) Payment of the permit fee. Payment of the fee is the responsibility of the employer. If the minor advances the fee, the employer shall reimburse the minor no later than the first paycheck.

**(4) PERMIT FORM.** (a) The permit shall be issued upon a form furnished by the department. The original shall be distributed to the employer and copies shall be distributed to the minor, the department, the permit officer, and the school district that the minor attends.

(b) At the end of each month, the issuing office shall forward a copy of each permit issued in that month to the public school district the minor attends or to the private or parochial school the minor attends. This paragraph does not apply to permits issued for summer employment or for out–of–state students.

**(5) REFUSAL, REVOCATION, OR SUSPENSION OF PERMITS.** (a) The permit officer may refuse to grant permits in the case of minors who seem physically unable to perform the labor at which they are to be employed. The permit officer may also refuse to grant a permit if in the permit officer’s judgment the best interests of the minor would be served by the refusal.

(b) The department may revoke or suspend any permit immediately, without prior notice, whenever any of the following apply:

1. The permit has been improperly or illegally issued.

2. The physical or moral welfare or school attendance of the minor would be best served by the revocation or suspension of the permit.

3. The failing school performance of the minor would be remedied by the revocation of the permit.

(c) The department may revoke or suspend any permit under par. (b) 2. or 3. if requested in writing by the school principal or the minor’s parent, legal guardian, or court–ordered foster parent. The requesting party shall demonstrate that there has been some attempt to resolve the issue between the minor, school, parent or guardian, and employer before the request for revocation or suspension is made to the department.

(d) The department shall revoke a permit if ordered to do so under s. 938.342 (1g) (e), Stats.

(e) If the department revokes a permit, the department shall, by registered mail, notify the person employing the minor and the minor holding the permit. Upon receipt of the notice, the employer of the minor shall immediately return the revoked permit to the department and discontinue the employment of the minor.

**History:** CR 04–010: cr. Register November 2004 No. 587, eff. 12–1–04.

**DWD 270.06 Certificate of age. (1) OPTIONAL CERTIFICATE OF AGE.** Age certificates may be issued to persons 18 years of age and over. The certificate is conclusive evidence of the age of the person to whom issued in any proceeding under any of the state labor laws as to any act or thing occurring subsequent to the date the certificate was issued.

**(2) METHOD OF ISSUING.** (a) Certificates of age may be obtained from an authorized permit officer throughout the state.

(b) The issuing permit officer shall require the applicant to present evidence of age as provided in s. [DWD 270.07](#).

(c) The certificate of age shall be issued on a form furnished by the department. The form shall be signed by the permit officer and the applicant in the presence of the permit officer.

(d) The original copy shall be delivered to the applicant. The permit officer shall attach a copy of the certificate to the evidence of age under s. [DWD 270.07](#) and maintain a copy in the permit officer's files. In addition, the permit officer shall send a copy of the certificate of age and evidence of age to the department.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.07 Evidence of age for child labor permits and certificates of age.** A permit officer shall accept any of the following items as evidence of age for a child labor permit required under s. [103.73 \(1\) \(a\)](#), Stats., a certificate of age allowed under s. [103.75](#), Stats., or a street trade permit required under s. [103.25](#), Stats.:

**(1) WISCONSIN DRIVER'S LICENSE OR STATE ID.** A valid Wisconsin operator's license issued under ch. [343](#), Stats., that contains the photograph of the license holder or an identification card issued under s. [343.50](#), Stats.

**(2) BIRTH CERTIFICATE.** A birth certificate issued by a registrar of vital statistics or other officer charged with the duty of recording births or a certified record of birth from the hospital in which the birth occurred.

**(3) BAPTISMAL CERTIFICATE.** A baptismal certificate including the minor's name, date of birth, date and place of baptism, name of church, and the signature of officiating or issuing clergy.

**(4) OTHER EVIDENCE.** When the evidence of age in subs. (1) to (3) are not attainable, any of the following may be used as evidence of age:

(a) Government records that show the age of the minor, including a passport or a certificate of arrival in the United States issued by United States immigration officers.

(b) A life insurance policy that is at least one year old and is supported by the age indicated in a school record.

(c) School records, preferably from the first school attended, with a parent's, guardian's, or custodian's statement of age, and physician's statement of physical age.

(d) When none of the above forms of evidence of age are obtainable, proof of age may be established through circuit court as provided in s. [889.28](#), Stats.

**(5) EVIDENCE OF IDENTITY IF NAME CHANGE.** A marriage license or other certificate or legal document shall be required in addition to the evidence of age if the minor's current name is different from the name on the evidence of age.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

#### **DWD 270.08 Fees for permit and certificate of age.**

The fee for issuing each child labor permit or certificate of age shall be \$5.00. The permit officer may retain \$2.50 of the fee as compensation for services. The permit officer shall forward \$2.50 of the fee to the department to cover the cost of administration, materials, and supervision.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.09 Permanent records to be kept by the employer.** (1) Every employer shall keep payroll or other records for each of their employees that contain the following information about the employee for at least 3 years:

- (a) Name and address.
- (b) Date of birth.
- (c) Date of entering and leaving employment.
- (d) Time of beginning and ending of work each day.

(e) Time of beginning and ending of meal periods. When employee's meal periods are required or when the meal periods are to be deducted from work time, this requirement shall not apply when work is of such a nature that production or business activity ceases on a regularly scheduled basis.

(f) Total number of hours worked per day and per week.

(g) Rate of pay and wages paid each payroll period.

(h) The amount of and reason for each deduction from the wages earned.

(i) Output of employee, if paid on other than time basis.

**(2)** The required records or a duplicate copy shall be kept safe and accessible at the place of employment or business at which the employee is employed or at one or more established central record-keeping offices in the state of Wisconsin.

**(3)** The required records shall be made available for inspection and transcription by a duly authorized deputy of the department during the business hours generally observed by the office at which they are kept or in the community generally.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.10 Minimum ages in various employments.** (1) **14 YEARS OF AGE AND OLDER.** A minor who is 14 years of age or older may not be employed during the hours that the minor is required to attend school under s. [118.15](#), Stats., unless the minor has graduated from high school, passed the general education development test, or is participating in an approved high school or vocational school work training or work experience program for which proper scholastic credit is given, except that any minor may be employed in public exhibitions as provided in s. [103.78](#), Stats.

**(2) UNDER 14 YEARS OF AGE.** A minor under 14 years of age may not be employed or permitted to work in any gainful occupation at any time, except that a minor under 14 years of age may be employed or permitted to work as follows to the extent permitted under the federal Fair Labor Standards Act, [29 USC 201 to 219](#):

(a) *School lunch.* Minors 12 years of age or older may be employed in school lunch programs of the school that they attend.

(b) *Public exhibitions.* Minors under 14 years of age may be employed in public exhibitions as provided in s. [103.78](#), Stats.

(c) *Street trades and fundraising.* Minors 12 years of age or older may be employed in street trades, and any minor may work in fund-raising sales for nonprofit organizations, public schools, or private schools, as provided in ss. [103.21](#) to [103.31](#), Stats.

(d) *Caddies on golf courses.* Minors 12 and 13 years of age may be employed as caddies on golf courses, if they use caddy carts.

(e) *Farming.* Minors 12 years of age or older may be employed in farming.

(f) *Domestic employment.* Minors 12 years of age or older may be employed in and around a home in work usual to the home of the employer, if the work is not in connection with or a part of the business, trade, or profession of the employer and the type of employment is not specifically prohibited by ss. [103.64](#) to [103.82](#), Stats., or this chapter.

(g) *Parents or guardians employing their own children.* Minors 12 years of age or older may be employed under the direct supervision of the minor's parent or guardian in connection with the parent's or guardian's business, trade, or profession if the minor would otherwise not be prohibited from being employed in the same job at age 14.

(h) *Football sideline officials.* Minors 12 and 13 years of age may be employed as sideline officials to operate chains and the sideline marker for high school football games.

(i) *Officials for privately-sponsored athletic events.* Minors 12 and 13 years of age may be employed under direct adult supervision as officials for athletic events sponsored by private, nonprofit organizations in which the minor would be eligible to partic-

ipate or in which the participants are the same age as or younger than the minor.

(j) *Football ball monitors.* Minors 11 to 13 years of age may be employed as ball monitors at high school football games and practices.

(k) *Restitution or community service.* Minors under 14 years of age may be employed as participants in a restitution project under s. 938.245 (2) (a) 5., 938.32 (1t) (a), 938.34 (5), or 938.345, Stats., in a supervised work program or other community service work under s. 938.245 (2) (a) 6., 938.32 (1t) (b), 938.34 (5g), 938.343 (3), or 938.345, Stats., or in the community service component of a youth report center program under s. 938.245 (2) (a) 9m., 938.32 (1p), 938.34 (7j), 938.342 (1d) (c) or (1g) (k), 938.343 (3m), 938.344 (2g) (a) 5., 938.345, or 938.355 (6) (d) 5. or (6m) (a) 4., Stats.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.11 Hours of labor of minors.** The following schedule of hours modifies s. 103.68, Stats., as provided under s. 103.66, Stats., and shall be deemed to be necessary to protect minors from employment dangerous or prejudicial to their life, health, safety, or welfare:

(1) **NUMBER OF HOURS RESTRICTIONS.** (a) *12 and 13 years of age.* 1. Minors 12 and 13 years of age may not be employed more

than 8 hours per day on school days and 40 hours per calendar week during weeks that they are not required to attend school on any day of the calendar week.

(b) *14 and 15 years of age.* 1. Minors 14 and 15 years of age may not be employed more than 6 days per week, except in street trades and farming.

2. Minors 14 and 15 years of age may not be employed more than 4 hours per day on school days, except the last school day of the week. They may not be employed more than 8 hours per day on the last school day of the week and non-school days.

3. Minors 14 and 15 years of age may not be employed more than 18 hours per calendar week during weeks in which their school is in session. They may not be employed more than 24 hours per calendar week during weeks that their school is in session for fewer than 5 days per week.

4. Minors 14 and 15 years of age may not be employed more than 8 hours per day or more than 40 hours per calendar week during the weeks in which they are not required to attend school on any day of the calendar week.

(c) *16 and 17 years of age.* 1. Minors 16 and 17 years of age may not be employed more than 6 days per week, except in street trades, farming, canning and freezing establishments, and as station captains or delivery clerks incidental to street trades.

2. Minors 16 and 17 years of age may not be employed more than 5 hours per day on school days, except the last school day of the calendar week. They may not be employed more than 8 hours per day on the last school day of the calendar week and on non-school days.

3. Minors 16 and 17 years of age may not be employed more than 26 hours per week during calendar weeks that their school is in session. They may not be employed more than 32 hours per

week during calendar weeks in which their school is in session less than 5 days per week.

**Note:** See the definition of “day” in s. DWD 270.04 (2) and “week” in s. DWD 270.04 (17).

4. Minors 16 and 17 may be employed no more than 50 hours per week during the weeks in which they are not required to attend school on any day of the week, if the employer pays whichever is the greater of the following:

a. Time and one-half their regular rate of pay for all overtime hours worked over 10 hours per day or over 40 hours per regularly reoccurring period of 168 hours.

b. Overtime as provided under the employer’s pay plan to other workers.

(d) *Exceptions.* 1. Florists may employ minors 16 and 17 years of age in excess of the permitted hours of labor per day and per week on a voluntary basis during the 3-day period prior to Valentine’s Day, Easter, Mother’s Day, Memorial Day, and Christmas. During these peak periods, time and one-half the regular rate of pay shall be paid for all overtime hours worked per day or per week to minors 16 and 17 years of age working over 8 hours a day, 40 hours a week during the hours they are not required to attend school when their respective school is in session. This paragraph does not exempt florists employing minors from complying with the time-of-day restrictions specified in sub. (2) (d).

2. Minors 14 through 17 years of age may be employed in farming in excess of the permitted hours of labor per week during peak periods, as determined on a case-by-case basis. During these peak periods, time and one-half the regular rate of pay shall be paid for all over-time hours worked over 50 hours per week. Minors 14 through 17 years of age may work over the permitted hours of labor of 50 hours a week during the hours they are not required to attend school when their school is in session.

3. A minor who is 12 or 13 years of age and assigned to a restitution project or community service work as listed in s. 103.67 (2) (j), Stats., may perform any duties under circumstances in which a minor 14 or 15 years of age is permitted as provided under this section and ss. DWD 270.12 and 270.13.

4. Subsection (1) (c) shall not apply to minors 16 and 17 years of age who are employed in first processing of perishable fruits and vegetables under the conditions in s. DWD 270.16.

(e) *Work experience program.* Hours worked as part of a work experience program during school hours shall not count as part of the total permitted hours of work per day or per week.

(2) **TIME OF DAY RESTRICTIONS.** (a) *School and curfew.* No minors may be employed during the hours they are required to attend school as defined in s. 118.15, Stats., nor contrary to local curfew ordinances establishing an earlier restriction.

(b) *12 and 13 years of age.* Minors 12 and 13 years of age may not be employed before 7:00 a.m. on any day, except they may not be employed before 5:00 a.m. if employed in farming. Minors 12 and 13 years of age may not be employed after 8:00 p.m. on days preceding school days and not later than 9:30 p.m. on days not preceding school days.

(c) *14 and 15 years of age.* Minors 14 and 15 years of age may not be employed before 7:00 a.m. on any day, except they may not be employed before 5:00 a.m. if employed in farming. Minors 14 and 15 years of age may not be employed after 8:00 p.m. on days preceding school days and not later than 11:00 p.m. on days not preceding school days.

(d) *16 and 17 years of age.* 1. During school weeks, minors 16 and 17 years of age may not be employed before 7:00 a.m. on school days or before 5:00 a.m. on non-school days, except the following:

a. Minors 16 and 17 years of age may not be employed before 5:00 a.m. on all days if employed in farming.

b. Minors 16 and 17 years of age who are employed after 11:00 p.m. shall receive 8 consecutive hours of rest from the end of one shift to the beginning of the next shift.

2. During school weeks, minors 16 and 17 years of age may not be employed after 11:00 p.m. on days preceding school days nor after 12:30 a.m. on days not preceding school days.

3. During weeks in which minors 16 and 17 years of age are not required to attend school, they may be employed at any time of day. Between the hours of 12:30 a.m. and 5:00 a.m., they shall be under direct adult supervision and shall receive at least 8 consecutive hours of rest between the ending of work and the beginning of work the next day, except that adult supervision is not required if the minor is employed in farming.

4. This paragraph shall not apply to minors employed in the following occupations:

a. Street trades or station captains or delivery clerks incidental to street trades.

b. First processing of perishable fruits and vegetables if the minor is employed under the provisions of s. [DWD 270.16](#).

**(3) MEAL PERIODS.** An employer of a minor shall allow a minor at least 30 minutes for each meal period reasonably close to the usual meal period time, namely 6:00 a.m.; 12:00 noon; 6:00 p.m.; 12:00 midnight or at other times deemed reasonable by the department. No minor may be employed or permitted to work more than 6 consecutive hours without a meal period.

**(4) GRADUATES, LIVING INDEPENDENTLY, AND VARIOUS TYPES OF SCHOOLS.** (a) Minors 16 and 17 years of age who have graduated from high school or have passed the general education development test are exempt from the limitations in this section and may be employed without restrictions on their hours of labor.

(b) Minors 16 and 17 years of age who are living independently and supporting themselves; married under s. [765.02 \(2\)](#), Stats., or the laws of another state; head of a household as defined in s. [71.01 \(5m\)](#), Stats.; or enrolled in an accredited school designed to prepare the minor to pass the general education development test or obtain a high school equivalency diploma may work up to 40 hours per week during the weeks public schools are in session and up to 50 hours per week during non-school weeks. The daily hour limits under sub. [\(1\) \(c\)](#) and the time of day restrictions under sub. [\(2\) \(d\)](#) shall not apply.

(c) Minors 16 and 17 years of age who are home-schooled or schooled at home may work up to 26 hours per calendar week during the weeks the public schools are in session or 32 hours per calendar week if the public schools are in session less than 5 days per week and up to 50 hours per calendar week during non-school weeks. The daily hour limits and time of day restrictions of sub. [\(2\) \(d\)](#) shall not apply to students who are home-schooled. The daily hour limits and time of day restrictions of sub. [\(2\) \(d\)](#) shall apply to students who are schooled at home.

(d) Minors 12 to 15 years of age who are home-schooled or schooled at home may work they same hours as if they were enrolled in public school as provided in sub. [\(1\) \(a\)](#) and [\(b\)](#) and sub. [\(2\) \(a\)](#), [\(b\)](#), and [\(c\)](#).

(e) Minors who are enrolled in a charter school may not work during hours they are scheduled to be in the charter school.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.12 Hazardous occupations prohibited to all minors.** The employment of minors in the following occupations or places of employment shall be deemed to be dangerous or prejudicial to the life, health, safety, or welfare of the minor and other employees or frequenters, except as provided in s. [DWD 270.14](#). No employer may employ or permit any minor to work in the following occupations or places of employment:

**(1) ADULT BOOKSTORES.** No minor may be employed in an adult bookstore.

**(2) AMUSEMENT PARKS, SKI HILLS, STREET CARNIVALS, AND TRAVELING SHOWS.** (a) *Prohibition.* No minor may be employed in operating, assisting to operate, erecting, dismantling, setting up, adjusting, repairing, oiling, or cleaning of any rides or machinery, or the loading or unloading of passengers, in the operation of amusement park rides, ski hills, street carnivals, or traveling shows.

(b) *Definitions.* For the purpose of this subsection:

1. "Amusement park ride" means a device or animal that carries, transports, or supports passengers in unusual, entertaining, or thrilling modes of motion and any vehicle providing entertainment or transportation in conjunction with an amusement park ride, including, but not limited to, rider-powered and power-driven thrill rides, mild rides, ride-throughs, walk-throughs, air pillows, giant slides, water slides, and animal rides. Vehicles include parking lot trams, old fire engines, stage coaches, and trains. "Amusement park ride" does not include aircraft under the jurisdiction of the federal aviation administration, railroad trains under the jurisdiction of the federal railroad administration, or boats used on navigable waters.

2. "Water slide" means a slide that incorporates a flow of water intended to carry a rider down a flume and that is required under s. [DHS 172.23 \(1\) \(d\)](#) to have an attendant stationed at the entrance to enforce slide usage rules. "Water slide" does not include a slide that meets all of the following conditions:

a. The slide is less than or equal to 6 feet high as measured vertically from the slide entrance to the deck.

b. The user has a clear view of the landing area when measured from the slide entrance at a height of 43 inches.

c. The flume carries less than 100 gallons per minute of water.

(c) *Exception.* Minors 16 and 17 years of age may be employed in occupations involving the loading or unloading of passengers on water slides.

**(3) ASBESTOS, CHRYSOTILE, CROCIDOLITE, AMOSITE, TREMOLITE, ANTHOPHYLLITE, AND ACTINOLITE.** No minor may be employed in occupations or duties involving exposure to asbestos, chrysotile, crocidolite, amosite, tremolite, anthophyllite, or actinolite.

**(4) BAKERY MACHINES.** No minor may be employed in the following duties related to the operation of power-driven bakery machines:

(a) Operating, assisting to operate, setting up, adjusting, repairing, oiling, or cleaning any horizontal or vertical dough mixer; batter mixer; bread dividing, rounding, or molding machine; doughbrake; dough sheeter; combination bread slicing and wrapping machine; or cake cutting band saw.

(b) Setting up or adjusting a cookie or cracker machine.

**(5) BINGO.** No minor may be employed in conducting or assisting in the operation of a bingo game.

**Note:** See s. [563.51 \(13\)\(b\)](#), Stats.

**(6) BRICK, TILE, AND SIMILAR PRODUCTS.** (a) *Prohibitions and exceptions.* No minor may be employed in the following occupations involved in the manufacture of clay construction products and of silica refractory products:

1. All work in or about establishments in which clay construction products are manufactured, except work in storage and shipping; work in offices, laboratories, and storerooms; and work in the drying departments of plants manufacturing sewer pipe.

2. All work in or about establishments in which silica brick or other silica refractories are manufactured, except work in offices.

(b) *Definitions.* In this subsection:

1. "Clay construction products" means the following clay products: Brick, hollow structural tile, sewer pipe and similar products, refractories, and other clay products such as architectural terra cotta, glazed structural tile, roofing tile, stove lining, chimney pipes and tops, wall coping, and drain tile.

2. "Clay construction products" does not include the following:

- a. Nonstructural-bearing clay products such as ceramic floor and wall tile, mosaic tile, glazed and enameled tile, faience, and similar tile.
- b. Non-clay construction products such as sand-lime brick, glass brick, or nonclay refractories.

3. "Silica brick or other silica refractories" means refractory products produced from raw materials containing free silica as their main constituent.

**(7) CONFINED SPACE.** (a) No minor may be employed in any occupation or have duties in an environment which by design or construction has limited openings for entry and egress, has unfavorable natural ventilation, could reasonably be believed by the employer to have dangerous air contaminants or contain materials that may produce dangerous air contaminants, and is not intended for human occupancy.

(b) Confined spaces include, but are not limited to, storage tanks, compartments of ships, process vessels, pits, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, manholes, sewers, underground utility vaults, and pipelines. Confined spaces do not include heating system tunnels and heating system vaults.

**(8) COAL MINE.** (a) *Prohibition and exception.* No minor may be employed in any occupation in or about a coal mine, except the occupation of refuse picking at a picking table or picking chute in a tippie or breaker and occupations requiring the performance of duties solely in offices or in repair or maintenance shops located on the surface of a coal mining plant.

(b) *Definitions.* For the purpose of this subsection:

1. "Any occupation in or about a coal mine" means all types of work performed in any underground working, open-pit, or surface part of any coal mining plant that involves the extraction, grading, cleaning, or other handling of coal.

2. "Coal" means any rank of coal, including lignite, bituminous, and anthracite coals.

**(9) EXCAVATION OPERATIONS.** No minor may be employed in any of the following occupations in excavation operations:

(a) Excavating, working in, or backfilling trenches, except manually excavating or manually backfilling trenches that do not exceed 4 feet in depth at any point, or working in trenches that do not exceed 4 feet in depth at any point.

(b) Excavating for buildings or other structures or working in such excavations, except manually excavating to a depth not exceeding 4 feet below any ground surface adjoining the excavation, or working in an excavation not exceeding such depth, or working in an excavation where the side walls are shored or sloped to the angle of repose.

(c) Working within tunnels prior to the completion of all driving and shoring operations.

(d) Working within shafts prior to the completion of all sinking and shoring operations.

**(10) EXOTIC DANCER.** No minor may be employed as an exotic dancer.

**(11) EXPLOSIVES.** (a) *Prohibition.* No minor may be employed in any occupation in or about plants or establishments manufacturing or storing explosives or articles containing explosive components except as provided in par. (b).

(b) *Exceptions.* 1. A minor may be employed in a retail establishment in which explosives are sold.

2. A minor may be employed in the following occupations in or about any plant or establishment manufacturing or storing small arms ammunition not exceeding .60 caliber in size, shotgun shells, or blasting caps when manufactured or stored in conjunction with the manufacture of small arms ammunition:

a. All occupations involved in the manufacturing, mixing, transporting, or handling of explosive compounds in the manufacture of small arms ammunition and all other occupations requiring the performance of any duties in the explosives area in which explosive compounds are manufactured or mixed.

b. All occupations involved in the manufacturing, transporting, or handling of primers and all other occupations requiring the performance of any duties in the same building in which primers are manufactured.

c. All occupations involved in the priming of cartridges and all other occupations requiring the performance of any duties in the same workroom in which rim-fire cartridges are primed.

d. All occupations involved in the plate loading of cartridges and in the operation of automatic loading machines.

e. All occupations involved in the loading, inspecting, packing, shipping, and storage of blasting caps.

3. A minor may be employed in occupations performed in an area that meets all of the following criteria:

a. None of the work performed in the area involves the handling or use of explosives.

b. The area is separated from the explosives area by a distance not less than that prescribed in the American Table of Distances for the protection of inhabited buildings.

c. The area is separated from the explosives area by a fence or is otherwise located so that it constitutes a definite designated area.

d. Satisfactory controls have been established to prevent employees under 18 years of age within the area from entering any area in or about the plant that does not meet criteria of subd. 3. a. to c.

(c) *Definitions.* For the purpose of this subsection:

1. "Explosives" and "articles containing explosive components" include ammunition, black powder, blasting caps, fireworks, high explosives, primers, smokeless powder, and all goods classified and defined as explosives by the federal Bureau of Alcohol, Tobacco Firearms and Explosives.

2. "Plant or establishment manufacturing or storing explosives or articles containing explosive components" means the land with all the buildings and other structures thereon used in connection with the manufacturing, processing, or storing of explosives or articles containing explosive components.

**Note:** The Bureau of Alcohol, Tobacco, Firearms and Explosives annually publishes in the *Federal Register* a list of explosives determined to be within the coverage of 18 USC Chapter 40, Importation, Manufacture, Distribution and Storage of Explosive Materials.

**(12) HOISTS AND HOISTING APPARATUS.** (a) *Prohibitions.* Except as provided in par. (c), no minor may be employed in the following occupations involved in the operation of power-driven hoisting apparatus:

1. Work of operating an elevator, crane, derrick, hoist or high-lift truck, except operating an unattended automatic operation passenger elevator or an electric or air-operated hoist not exceeding one-ton capacity except as specified in par. (c).

2. Work which involves riding on a man lift or on a freight elevator, except a freight elevator operated by an assigned operator.

3. Work of assisting in the operation of a crane, derrick, or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers, and like occupations.

(b) *Definitions.* For the purpose of this subsection:

1. "Crane" means a power-driven machine for lifting and lowering a load and moving it horizontally, in which the hoisting mechanism is an integral part of the machine. The term shall include all types of cranes, such as cantilever gantry, crawler, gantry, hammerhead, ingot-pouring, jib, locomotive, motortruck, overhead traveling, pillar jib, pintle, portal, semigantry, semiportal, storage bridge, tower, walking jib and wall cranes.

2. “Derrick” means a power-driven apparatus consisting of a mast or equivalent members held at the top by guys or braces, with or without a boom, for use with a hoisting mechanism or operating ropes. The term shall include all types of derricks, such as A-frame, breast, Chicago boom, gin-pole, guy and stiff-leg derricks.

3. “Elevator” means any power-driven hoisting or lowering mechanism equipped with a car or platform which moves in guides in a substantially vertical direction. The term shall include both passenger and freight elevators, including portable elevators or tiering machines, but not including dumb-waiters.

4. “High-lift truck” means a power-driven industrial type of truck used for lateral transportation that is equipped with a power-operated lifting device usually in the form of a fork or platform capable of tiering loaded pallets or skids one above the other. Instead of a fork or platform, the lifting device may consist of a ram, scoop, shovel, crane, revolving fork, or other attachments for handling specific loads. The term shall mean and include high-lift trucks known under such names as forklifts, forktrucks, forklift trucks, tiering trucks, or stacking trucks, but shall not mean low-lift trucks or low-lift platform trucks that are designed for the transportation of but not the tiering of material.

5. “Hoist” means a power-driven apparatus for raising or lowering a load by the application of a pulling force that does not include a car or platform running in guides. “Hoist” includes all types of hoists, such as base mounted electric, clevis suspension, hook suspension, monorail, overhead electric, simple drum, and trolley suspension hoists.

6. “Manlift” means a device intended for the conveyance of persons which consists of platforms or brackets mounted on, or attached to, an endless belt, cable, chain or similar method of suspension operating in a substantially vertical direction and being supported by and driven through pulleys, sheaves or sprockets at the top and bottom.

(c) *Exceptions.* 1. Minors 16 and 17 years of age may operate floor jacks, service jacks, hand jacks, drive-on lifts, and arm lifts used in conjunction with repairing or servicing motor vehicles.

2. Minors may operate an automatic elevator and an automatic signal operation elevator if the elevator meets all of the following criteria:

a. The exposed portion of the car interior, exclusive of vents and other necessary small openings; the car door; and the hoistway doors are constructed of solid surfaces without any opening through which a part of the body may extend.

b. All hoistway openings at floor level have doors that are interlocked with the car door so as to prevent the car from starting until all the doors are closed and locked.

c. The elevator, other than hydraulic elevators, is equipped with a device that will stop and hold the car in case of overspeed or if the cable slackens or breaks.

d. The elevator is equipped with upper and lower travel limit devices that will normally bring the car to rest at either terminal and a final limit switch that will prevent the movement in either direction and will open in case of excessive overtravel by the car.

3. For the purpose of subd. 2.:

a. “Automatic elevator” means a passenger elevator, a freight elevator, or a combination passenger-freight elevator, the operation of which is controlled by pushbuttons in such a manner that the starting, going to the landing selected, leveling and holding, and the opening and closing of the car and hoistway doors are entirely automatic.

b. “Automatic signal operation elevator” means an elevator that is started in response to the operation of a switch, such as a lever or pushbutton, in the car which when operated by the operator actuates a starting device that automatically closes the car and hoistway doors so that from that point on, the movement of the car to the landing selected, the leveling and holding when it gets there,

and the opening of the car and hoistway doors are entirely automatic.

(13) **INFECTIOUS AGENT.** No minor may be employed in any occupations or duties involving exposure to infectious agents as defined in s. 101.58 (2) (f), Stats., and specified in ch. SPS 335.

(14) **LIFEGUARDS, SWIMMING INSTRUCTORS AND AIDES.** Minors 16 and 17 years of age may not be employed as lifeguards and swimming instructors and aides unless they have successfully completed a bona fide life saving course. Minors 14 and 15 years of age may not be employed as lifeguards and swimming instructors and aides.

(15) **LIQUOR.** No minor may be employed in establishments where liquor is present, except minors 14 to 17 years old may be employed in occupations that do not involve serving, selling, dispensing, or giving away the liquor or acting as bouncers, crowd controllers, or identification checkers.

(16) **LEAD.** No minor may be employed in any occupation involving exposure to lead, including radiator manufacture and repair, battery manufacture and recycling, removal of lead-based paint, soldering, and welding.

(17) **LOGGING, SAWMILL, LATH MILL, SHINGLE MILL, OR COOPERAGE STOCK MILL.** (a) *Logging prohibitions and exceptions.* No minor may be employed in any occupation in logging, including the felling or bucking of timber, the collecting or transporting of logs, the operation of chain saws and other power-driven machinery, the handling or use of explosives, and work on trestles. This prohibition does not apply to any of the following:

1. Work in offices or in repair or maintenance shops related to logging.

2. Work in the construction, operation, repair, or maintenance of living and administrative quarters of logging camps.

3. Work in timber cruising, surveying, or logging-engineering parties; work in the repair or maintenance of roads, railroads, or flumes; work in forest protection, such as clearing fire trails or roads, piling and burning slash, maintaining fire-fighting equipment, constructing and maintaining telephone lines, or acting as fire lookout or fire patrolman away from the actual logging operations.

4. Peeling of fence posts, pulpwood, chemical wood, excelsior wood, cordwood, or similar products, when not done in conjunction with and at the same time and place as other logging occupations declared hazardous by this subsection.

5. Work in the feeding or care of animals related to logging.

(b) *Sawmill, lath mill, shingle mill, and cooperage-stock mill prohibitions and exceptions.* 1. No minor may be employed in any occupation in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.

2. Except as provided in subd. 3., subd. 1. does not apply to any of the following work related to any permanent sawmill or the operation of any lath mill, shingle mill, or cooperage-stock mill:

a. Work in offices or in repair or maintenance shops.

b. Straightening, marking, or tallying lumber on the dry chain or the dry drop sorter.

c. Pulling lumber from the dry chain.

d. Clean-up in the lumberyard.

e. Piling, handling, or shipping of cooperage stock in yards or storage sheds, other than operating or assisting in the operation of power-driven equipment.

f. Clerical work in yards or shipping sheds, such as done by orderpersons, tallypersons, and shipping clerks.

3. Subdivision 2. does not apply to work that involves entering the sawmill building or to a combined portable sawmill and lumberyard, the lumberyard of which is used only for the temporary storage of green lumber.

(c) *Definitions.* For the purpose of this subsection:

1. "All occupations in logging" means all work performed in connection with the felling of timber; the bucking or converting of timber into logs, poles, piles, ties, bolts, pulpwood, chemical wood, excelsior wood, cordwood, fence posts, or similar products; the collecting, skidding, yarding, loading, transporting and unloading of these products in connection with logging; the constructing, repairing and maintaining of roads, railroads, flumes, or camps used in connection with logging; the moving, installing, rigging, and maintenance of machinery or equipment used in logging; and other work performed in connection with logging. The term does not include work performed in timber culture, timber stand improvement, or in emergency fire-fighting.

2. "All occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill" means all work performed in or about any such mill in connection with storing of logs and bolts; converting logs or bolts into sawn lumber, laths, shingles, or cooperage stock; storing, drying, and shipping lumber, laths, shingles, cooperage stock, or other products of such mills; and other work performed in connection with the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. The term shall not include work performed in the planing-mill department or other remanufacturing departments of any sawmill, or in any planing mill or remanufacturing plant not a part of a saw-mill.

**(18) MEAT PROCESSING.** (a) *Prohibitions.* No minor may be employed in any of the following occupations in or about slaughtering and meat packing establishments; rendering plants; or wholesale, retail, or service establishments:

1. All occupations on the killing floor, in curing cellars, and in hide cellars, except the work of messengers, runners, hand-truckers, and similar occupations that require entering such workrooms or workplaces infrequently and for short periods of time.

2. All occupations involved in the recovery of lard and oils, except packaging and shipping of such products and the operation of lard-roll machines.

3. All occupations involved in tankage or rendering of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

4. All occupations involved in setting-up, adjusting, operating, repairing, oiling, feeding, or cleaning any of the following power-driven meat-processing machines, regardless of the product being processed:

- a. Meat patty forming machines.
- b. Meat and bone cutting saws.
- c. Power knives, except bacon-slicing machines.
- d. Head-splitters and guillotine cutters.
- e. Snout-pullers and jaw-pullers.
- f. Skinning machines.
- g. Horizontal rotary washing machines.
- h. Casing-cleaning machines such as crushing, stripping, and finishing machines.
- i. Grinding, mixing, chopping, and hashing machines.
- j. Presses, except belly-rolling machines.

5. All boning occupations.

6. All occupations that involve the pushing or dropping of any suspended carcass, half carcass, or quarter carcass.

7. All occupations involving hand-lifting or hand-carrying any carcass or half carcass of beef, pork, or horse, or any quarter carcass of beef or horse.

(b) *Definitions.* For the purpose of this subsection:

1. "Boning occupations" means the removal of bones from meat cuts. "Boning" does not include work that involves cutting, scrapping, or trimming meat from cuts containing bones.

2. "Curing cellar" includes a workroom or workplace that is primarily devoted to the preservation and flavoring of meat by

curing materials. "Curing cellar" does not include a workroom or workplace where meats are smoked.

3. "Hide cellar" includes a workroom or workplace where hides are graded, trimmed, salted, and otherwise cured.

4. "Killing floor" includes a workroom or workplace where cattle, calves, hogs, sheep, lambs, goats, or horses are immobilized, shackled, or killed, and the carcasses are dressed prior to chilling.

5. "Rendering plants" means establishments engaged in the conversion of dead animals, animal offal, animal fats, scrap meats, blood, and bones into stock feeds, tallow, inedible greases, fertilizer ingredients, and similar products.

6. "Slaughtering and meat packing establishments" means places in or about which cattle, calves, hogs, sheep, lambs, goats, or horses are killed, butchered, or processed. "Slaughtering and meat packing establishments" also includes establishments that manufacture or process meat products or sausage casings from such animals.

**(19) METAL-FORMING, PUNCHING, AND SHEARING POWER-DRIVEN MACHINES.** (a) *Prohibitions.* No minor may be employed in any of the following occupations:

1. The occupations of operator of or helper on the following power-driven metal-forming, punching, and shearing machines:

a. All rolling machines, such as beading, straightening, corrugating, flanging, or bending rolls; and hot or cold rolling mills.

b. All pressing or punching machines, such as punch presses, except those provided with full automatic feed and ejection and with a fixed barrier guard to prevent the hands or fingers of the operator from entering the area between the dies; power presses; and plate punches.

c. All bending machines, such as apron brakes and press brakes.

d. All hammering machines, such as drop hammers and power hammers.

e. All shearing machines, such as guillotine or squaring shears; alligator shears; and rotary shears.

2. The occupations of setting-up, adjusting, repairing, oiling, or cleaning these machines including those with automatic feed and ejection.

(b) *Definitions.* For the purpose of this subsection:

1. "Forming, punching, and shearing machines" means power-driven metal-working machines, other than machine tools, which change the shape of or cut metal by means of tools, such as dies, rolls, or knives which are mounted on rams, plungers, or other moving parts. Types of forming, punching, and shearing machines enumerated in this subsection are the machines to which the designation is by custom applied.

2. "Helper" means a person who assists in the operation of a machine covered by this subsection by helping to place materials into the machine or helping to remove them from the machine.

3. "Operator" means a person who operates a machine covered by this subsection by performing such functions as starting or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in operation of the machine.

**(20) MINING, OTHER THAN COAL.** (a) *Prohibition and exceptions.* No minor may be employed in any occupation in connection with mining, other than coal, except the following:

1. Work in offices, the warehouse or supply house, the change house, the laboratory, or in repair or maintenance shops not located underground.

2. Work in the operation and maintenance of living quarters.

3. Work outside the mine in surveying, the repair and maintenance of roads, or general clean-up about the mine property, such as clearing brush and digging drainage ditches.

4. Work of track crews in the building and maintaining of sections of railroad track located in those areas of open-cut metal mines where mining and hauling activities are not being conducted at the time and place that the building and maintenance work is being done.

5. Work in or about surface placer mining operations other than placer dredging operations and hydraulic placer mining operations.

6. The following work in metal mills other than in mercury-recovery mills or mills using the cyanide process:

- a. Work involving the operation of jigs, sludge tables, flotation cells, or drier-filters.
- b. Work of hand sorting at picking table or picking belt.
- c. General clean-up work.

(b) *Definitions.* For the purpose of this subsection:

1. "All occupations in connection with mining, other than coal" means all work performed underground in mines and quarries; on the surface at underground mines and underground quarries; in or about open-cut mines, open quarries, clay pits, and sand and gravel operations; at or about placer mining operations; at or about dredging operations for clay, sand or gravel; at or about bore-hole mining operations; in or about all metal mills, washer plants, or grinding mills reducing the bulk of the extracted minerals; and at or about any other crushing, grinding, screening, sizing, washing or cleaning operations performed upon the extracted minerals except where these operations are performed as a part of a manufacturing process.

2. "All occupations in connection with mining, other than coal" does not include work performed in subsequent manufacturing or processing operations, such as work performed in smelters, electro-metallurgical plants, refineries, reduction plants, cement mills, plants where quarried stone is cut, sanded and further processed, or plants manufacturing clay, glass or ceramic products. The term does not include work performed in connection with coal mining, in petroleum production, in natural gas production, nor in dredging operations which are not a part of mining operations, such as dredging for construction or navigation purposes.

**Note:** For restrictions on minors working in any occupation in or about a coal mine, see sub. (8).

**(21) MOTOR VEHICLE DRIVER AND OUTSIDE HELPER.** (a) *Prohibition.* Except as provided in par. (b), no minor may be employed as a motor vehicle driver or outside helper on any public road; highway; in or about a mine, including an open pit mine or quarry; in a place where logging or sawmill operations are in progress; or in any excavation of the type identified in sub. (9).

(b) *Exception—incidental and occasional driving by 17-year-olds.* Minors who are at least 17 years of age may drive motor vehicles on public roadways when all of the following conditions are met:

1. The driving is only occasional and incidental to the minor's employment.
2. The driving is restricted to daylight hours.
3. The driving takes place within a 30-mile radius of the minor's place of employment.
4. The motor vehicle does not exceed 6,000 pounds gross vehicle weight.
5. The minor has completed a state-approved driver education course and holds a state license valid for the type of driving involved in the job that the minor performs.
6. The minor has no record of any moving violation at the time of hire.
7. The motor vehicle is equipped with a seat belt for the driver and for each passenger, and the minor's employer has instructed each minor that the seat belts must be used when driving or riding in the motor vehicle.
8. The driving does not involve any of the following:
  - a. Towing of vehicles.

- b. Route deliveries or route sales.
- c. Transportation for hire of property, goods, or passengers.
- d. Urgent, time-sensitive deliveries.
- e. Transporting more than 3 passengers who are employees of the employer at any one time.
- f. More than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor's employer to a customer.

(c) *Definitions.* For the purpose of this subsection:

1. "Driver" means any individual who, in the course of their employment, drives a motor vehicle at any time.
2. "Gross vehicle weight" includes the truck chassis with lubricants, water and full tank or tanks of fuel, plus the weight of the cab or driver's compartment, body, and special chassis and body equipment, and payload.
3. "Motor vehicle" means any automobile, truck, truck-tractor, trailer, semi-trailer, motorcycle, or similar vehicle propelled or drawn by mechanical power and designed for use as a means of transportation but does not include any vehicle operated exclusively on rails.

4. "Occasional and incidental" means no more than one-third of an employee's work time in any workday and no more than 20 percent of an employee's work time in any work week.

5. "Outside helper" means any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.

**(22) PAPER-PRODUCTS MACHINES.** (a) *Prohibition.* No minor may be employed in any occupations involved in the operating, assisting to operate, setting up, adjusting, repairing, oiling, or cleaning any of the following power-driven paper-products machines:

1. Arm-type wire stitcher or stapler, circular or band saw, corner cutter or mitering machine, corrugating and single-or-double-facing machine, envelope die-cutting press, guillotine paper cutter or shear, horizontal bar scorer, laminating or combing machine, sheeting machine, scrap paper baler, paper box compactor, or vertical slotter.

2. Platen die-cutting press, platen printing press, or punch press that involves hand feeding of the machine.

(b) *Definitions.* For the purpose of this subsection:

1. "Applicable ANSI Standard" means the American National Standard Institute's Standard ANSI Z245.5-1990 for scrap paper balers or the American National Standard Institute's Standard ANSI Z245.2-1992 for paper box compactors or any replacement standard adopted by the American National Standard Institute that the federal Secretary of Labor has certified to be at least as protective of the safety of minors as Standard ANSI Z245.5-1990 for scrap paper balers or ANSI Z245.2-1992 for paper box compactors.

**Note:** The ANSI standards for scrap paper balers and paper box compactors govern the manufacture and modification of the equipment, the operation and maintenance of the equipment, and employee training. Copies of these standards are available for purchase from the American National Standards Institute (ANSI), 11 West 42nd St., New York, NY 10036.

2. "Operating or assisting to operate" means all work which involves starting or stopping a machine covered by this subsection, placing materials into or removing materials from a machine, including clearing a machine of jammed paper or cardboard, or any other work directly involved in operating the machine. The term does not include the stacking of materials by an employee in an area nearby or adjacent to the machine where the employee does not place the materials into the machine.

3. "Paper box compactor" means a powered machine that remains stationary during operation, used to compact refuse, including paper boxes, into a detachable or integral container or into a transfer vehicle.

4. "Paper products machine" means all power-driven machines used in all of the following:

a. Remanufacturing or converting paper or pulp into a finished product, including preparing these materials for recycling.

b. Preparing paper or pulp materials for disposal. The term applies to these machines whether they are used in establishments that manufacture converted paper or pulp products, or in any other type of manufacturing or nonmanufacturing establishment. The term applies to those machines which, in addition to paper products, also process other material for disposal.

5. "Scrap-paper baler" means a powered machine used to compress paper and possibly other solid waste, with or without binding, to a density of form that will support handling and transportation as a material unit without requiring a disposable or reusable container.

(c) *Exemption.* Sixteen- and 17-year-old minors may load materials into, but not operate or unload, a scrap paper baler or a paper box compactor only if all of the following conditions are met:

1. The scrap paper baler or paper box compactor meets the applicable ANSI standard.

2. The scrap paper baler or paper box compactor includes an on-off switch incorporating a key-lock or other system and the control of the system is maintained in the custody of employees who are 18 years of age or older.

3. The on-off switch of the scrap paper baler or paper box compactor is maintained in an off position when the machine is not in operation.

4. The employer posts a notice on the scrap paper baler or paper box compactor in a prominent position and easily visible to any person loading, operating, or unloading the machine stating that: "The scrap paper baler or compactor meets the industry safety standard applicable to the machine, Standard ANSI Z245.5-1990 for scrap paper balers and Standard ANSI Z245.2-1992 for paper box compactors. Sixteen- and 17-year-old employees may only load the scrap paper baler or paper box compactor. No employee under the age of 18 may operate or unload the scrap paper baler or paper box compactor."

**(23) RADIOACTIVE SUBSTANCES AND IONIZING RADIATIONS.** (a) *Prohibition.* No minor may be employed in occupations involving exposure to radioactive substances and to ionizing radiations in any workroom in which any of the following occurs:

1. Radium is stored or used in the manufacture of a self-luminous compound.

2. A self-luminous compound is made, processed, or packaged.

3. A self-luminous compound is stored, used, or worked upon.

4. Incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged.

5. Other radioactive substances are present in the air in average concentrations exceeding 10% of the maximum permissible concentrations in the air recommended for the occupational exposure by the National Council on Radiation Protection and Measurements.

**Note:** For further information, contact the National Council on Radiation Protection and Measurements at telephone (301) 657-2652 or 7910 Woodmont Avenue, Suite 800, Bethesda, MD 20814-3095.

6. Any other work that involves exposure to ionizing radiations in excess of 0.5 rem per year.

(b) *Definitions.* For the purpose of this subsection:

1. "Ionizing radiations" means alpha and beta particles, electrons, protons, neutrons, gamma and X-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and X-ray.

2. "Rem" means the dosage of an ionizing radiation that will cause the same biological effect as one roentgen of x-ray or gamma-ray exposure.

3. "Self-luminous compound" means any mixture of phosphorescent material and radium, mesothorium, or other radioactive element.

4. "Workroom" includes the entire area bounded by walls of solid material and extending from floor to ceiling in which the work involving exposure to radioactive substances and to ionizing radiations listed in par. (a) is performed.

**(24) ROOFING OR ON OR ABOUT A ROOF.** (a) *Prohibition.* No minor may be employed in roofing operations or on or about a roof.

(b) *Definitions.* For the purpose of this subsection:

1. "On or about a roof" includes all work performed upon a roof, including carpentry and metal work, alterations, additions, maintenance and repair, including painting and coating of existing roofs; the construction of the sheathing or base of roofs; gutter and downspout work; the installation and servicing of television and communication equipment such as cable and satellite dishes; the installation and servicing of heating, ventilation and air conditioning equipment or similar appliances attached to roofs; and any similar work that is required to be performed upon or about roofs.

2. "Roofing operations" means all work performed in connection with the installation of roofs, including related metal work such as flashing, and applying weatherproofing materials and substances, such as waterproof membranes, tar, slag or pitch, asphalt prepared paper, tile, composite roofing materials, slate, metal, translucent materials, and shingles of asbestos, asphalt or wood or other materials, to roofs of buildings or other structures. The term also includes all jobs on the ground related to roofing operations, such as roofing laborer, roofing helper, materials handler, and tending a jar heater.

**(25) SAWS AND GUILLOTINE SHEARS.** (a) *Prohibition.* No minor may be employed in any of the following occupations:

1. The occupations of operator of or helper on the following power-driven fixed or portable machines, except machines equipped with full automatic feed and ejection.

- a. Circular saws.
- b. Band saws.
- c. Guillotine shears.
- d. Chain saws.

2. The occupations of setting up, adjusting, repairing, oiling, or cleaning the machines listed in subd. 1. a. to d.

(b) *Definitions.* For the purpose of this subsection:

1. "Band saw" means a machine equipped with an endless steel band having a continuous series of notches or teeth, running over wheels or pulleys, and used for sawing materials.

2. "Chain saw" means a machine equipped with an endless steel chain having a continuous series of notches or teeth, running over wheels or pulleys, and used for sawing materials.

3. "Circular saw" means a machine equipped with a thin steel disc having a continuous series of notches or teeth on the periphery, mounted on shafting, and used for sawing materials.

4. "Guillotine shear" means a machine equipped with a movable blade operated vertically and used to shear materials. "Guillotine shear" does not include other types of shearing machines, using a different form of shearing action, such as alligator shears or circular shears.

5. "Helper" means a person who assists in the operation of a machine covered by this subsection by helping to place materials into or helping to remove them from the machine.

6. "Machines equipped with full automatic feed and ejection" means machines covered by this subsection that are equipped with devices for full automatic feeding and ejection and with a fixed barrier guard to prevent completely the operator or helper from placing any part of his body in the point-of-operation area.

7. "Operator" means a person who operates a machine covered by this subsection by performing such functions as starting

or stopping the machine, placing materials into or removing them from the machine, or any other functions directly involved in the operation of the machine.

**(26) STRIKES AND LOCKOUTS.** No minor may be employed in any occupations or activities, including picketing, performed in or on the premises of any establishment where a strike or lockout is in active progress.

**(27) WOODWORKING POWER-DRIVEN MACHINES.** (a) *Prohibition.* No minor may be employed in any of the following occupations involved in the operation of power-driven woodworking machines:

1. The occupation of operating power-driven woodworking machines, including supervising or controlling the operation of these machines, feeding material into these machines, and helping the operator to feed material into these machines but not including the placing of material on a moving chain or in a hopper or slide for automatic feeding.

2. The occupations of setting up, adjusting, repairing, oiling, or cleaning power-driven woodworking machines.

3. The occupations of off-bearing from circular saws and from guillotine-action veneer clippers.

(b) *Definitions.* For the purpose of this subsection:

1. "Off-bearing" means the removal of material or refuse directly from a saw table or from the point of operation. "Off-bearing" does not include any of the following:

a. The removal of material or refuse from a circular saw or guillotine-action veneer clipper where the material or refuse has been conveyed away from the saw table or point of operation by a gravity chute or by some mechanical means such as a moving belt or expulsion roller.

b. The following operations when they do not involve the removal of material or refuse directly from a saw table or from the point of operation: the carrying, moving, or transporting of materials from one machine to another or from one part of a plant to another; the piling, stacking, or arranging of materials for feeding into a machine by another person; and the sorting, tying, bundling, or loading of materials.

2. "Power-driven woodworking machines" means all fixed or portable machines or tools driven by power and used or designed for cutting, shaping, forming, surfacing, nailing, stapling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer.

**(28) WRECKING, DEMOLITION, AND SHIPBREAKING.** (a) *Prohibition.* No minor may be employed in any occupation in wrecking, demolition, and ship-breaking operations.

(b) *Definition.* For the purpose of this subsection, the term "wrecking, demolition, and ship-breaking operations" means all work, including clean-up and salvage work, performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure, ship or other vessel, or motor vehicle.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04; correction in (2) (b) 2. (intro.) made under s. 13.92 (4) (b) 7., Stats; correction in (13) made under s. 13.92 (4) (b) 7., Stats., Register February 2012 No. 674.

**DWD 270.13 Hazardous employment prohibited to minors under 16 years of age.** The employment of minors under 16 years of age in the following occupations or places of employment shall be deemed to be dangerous or prejudicial to the life, health, safety, or welfare of the minor and other employees or frequenters, except as provided in s. **DWD 270.14**. No employer may employ or permit a minor under 16 years of age to work in the following occupations or places of employment:

**(1) AIRPORTS.** No minor under 16 years of age may be employed in or about a landing strip or taxi or maintenance apron at an airport.

**(2) BOILER AND ENGINE ROOMS.** No minor under 16 years of age may be employed in a boiler or engine room.

**(3) CARS AND TRUCKS.** No minor under 16 years of age may be employed in connection with cars and trucks, including 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, and excluding work by a minor 14 years of age or over in dispensing gasoline and oil, courtesy service, car cleaning, and washing and polishing.

**(4) COMMUNICATIONS AND PUBLIC UTILITIES.** No minor under 16 years of age may be employed in an occupation in connection with communications and public utilities, except for office or sales work.

**(5) CONSTRUCTION.** No minor under 16 years of age may be employed in an occupation in connection with construction, including demolition and repair, except for office or sales work not at the actual construction site.

**(6) FARMING.** No minor under 16 years of age may be employed in any of the following occupations in farming:

(a) Operating or assisting in the operation of machinery, including, but not limited to, farm type tractors and other self-propelled vehicles, except those minors trained under either the 4-H federal extension service or the U.S. office of education vocational agriculture training programs may work on equipment permitted by their certificate of training.

(b) Any occupation in farming that the U.S. secretary of labor finds and declares to be particularly hazardous for the employment of minors below the age of 16.

**Note:** See 29 CFR 570.71.

**(7) FREEZERS AND MEAT COOLERS.** No minor under 16 years of age may be employed in a freezer or meat cooler or any work in the preparation of meats for sale, except minors 14 years of age and over may be employed in wrapping, sealing, labeling, weighing, pricing, and stocking goods when performed in areas separate from a freezer or meat cooler or other work preparing meats for sale.

**(8) GUN CLUBS.** No minor under 16 years of age may be employed as a skeet and trap loader at a gun club.

**(9) HOSPITALS AND NURSING HOMES.** No minor under 16 years of age may be employed in occupations that involve the personal care of patients in hospitals or nursing homes.

**(10) KITCHEN WORK.** No minor under 16 years of age may be employed in an occupation involving cooking unless with direct adult supervision, except a minor 14 years of age and over may be employed in kitchen work involved in preparing and serving food and beverages without adult supervision, including the use of dishwashers, toasters, dumbwaiters, microwaves, popcorn poppers, blenders, automatic coffee machines, and devices used to maintain the temperature of prepared foods such as warmers, steam tables, and heat lamps.

**(11) LADDERS.** No minor under 16 years of age may work on a ladder, scaffold, or similar device more than 6 feet high.

**(12) LOADING AND UNLOADING.** No minor under 16 years of age may be employed in loading and unloading goods to and from trucks, railroad cars, or conveyors.

**(13) MANUFACTURING, MINING, OR PROCESSING OCCUPATIONS.** No minor under 16 years of age may be employed in manufacturing, mining, or processing occupations, including occupations that require the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed.

**(14) MOTOR VEHICLE LIFT.** No minor under 16 years of age may operate a motor vehicle lift of any type or work in a pit underneath a motor vehicle.

**(15) POWER-DRIVEN MACHINERY.** (a) No minor under 16 years of age may be employed in occupations that involve operating or assisting in the operation of any light power-driven machinery, except as provided in par. (c).

(b) For purposes of this subsection, the term “power-driven machinery” includes all of the following:

1. Drill presses; grinder wheels; lathes; portable power-driven machinery, such as drills and sanders; and floor maintenance equipment, such as polishers and scrubbers.
2. Welding, including spot welding in manufacturing operations.
3. Tending of hoisting apparatus.
4. Lawn and garden equipment, including power-driven mowers or cutters and sidewalk-type snow blowers.

(c) This subsection does not apply to any of the following:

1. Lawn and garden equipment used in and around the private home of the employer that is not in connection with the employer’s trade or business.
2. Lawn and garden equipment used by students in a bona fide student learner program.
3. Office machines.
4. Operating, but not cleaning or repairing, a photo-processing machine with an automatic feed.
5. For minors 14 years of age and over, vacuum cleaners and floor waxers.
6. For minors 14 years of age and over, machines and devices used in the performance of kitchen work as provided in sub. (10).

**(16) PUBLIC MESSENGER SERVICE.** No minor under 16 years of age may be employed in delivery work for a public messenger service.

**(17) RACETRACKS AND FAIRS WITH PARI-MUTUEL BETTING.** No minor under 16 years of age may be employed in any of the following:

- (a) Any occupation or duties at a racetrack where pari-mutuel betting is permitted.
- (b) Any occupation or duties in pari-mutuel wagering activities at a fair.

**Note:** See s. 562.06 (2), Stats.

**(18) STREET CARNIVALS AND TRAVELING SHOWS.** No minor under 16 years of age may be employed in an occupation in connection with street carnivals and traveling shows.

**(19) TRANSPORTATION.** No minor under 16 years of age may be employed in an occupation in connection with the transportation of persons or property by rail, highway, air, water, pipeline, or other means, except for office or sales work that does not involve the performance of any duties on trains, motor vehicles, aircraft, vessels, or other forms of transportation.

**(20) WAREHOUSING AND STORAGE.** No minor under 16 years of age may be employed in an occupation in connection with warehousing and storage, except for office or sales work.

**(21) WINDOW WASHING.** No minor under 16 years of age be employed to perform outside window washing working from window sills or requiring the use of a ladder more than 6 feet high, any scaffold, or their substitutes.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.14 Exemptions to hazardous employment prohibitions.** Sections [DWD 270.12](#) or [270.13](#) shall not apply to a minor 14 through 17 years of age when employed under the following conditions:

**(1) APPRENTICE.** A minor indentured under the provisions of s. 106.01, Stats., shall be exempt from the prohibitions in ss. [DWD 270.12](#) or [270.13](#) if the minor is performing service within the provisions of a contract of apprentice indenture approved by the department.

**(2) HIGH SCHOOL GRADUATE.** A minor who has graduated from high school or passed the general education development test may be employed in the occupations otherwise prohibited under s. [DWD 270.12](#) except the following:

- (a) Section [DWD 270.12 \(4\)](#), Bakery machines.

- (b) Section [DWD 270.12 \(6\)](#), Brick, tile, and similar products.
- (c) Section [DWD 270.12 \(8\)](#), Coal mine.
- (d) Section [DWD 270.12 \(11\)](#), Explosives.
- (e) Section [DWD 270.12 \(12\)](#), Hoists and hoisting apparatus.
- (f) Section [DWD 270.12 \(17\)](#), Logging, sawmill, lath mill, shingle mill, or cooperage.
- (g) Section [DWD 270.12 \(18\)](#), Meat processing.
- (h) Section [DWD 270.12 \(19\)](#), Metal forming, punching and shearing power-driven machines.
- (i) Section [DWD 270.12 \(20\)](#), Mining, other than coal.
- (j) Section [DWD 270.12 \(21\)](#), Motor vehicle driver and helper.
- (k) Section [DWD 270.12 \(22\)](#), Paper-products machines.
- (L) Section [DWD 270.12 \(23\)](#), Radioactive substances and ionizing radiations.
- (m) Section [DWD 270.12 \(25\)](#), Saws and guillotine shears.
- (n) Section [DWD 270.12 \(27\)](#), Woodworking power-driven machines.
- (o) Section [DWD 270.12 \(28\)](#), Wrecking, demolition, and shipbreaking.

**Note:** This subsection does not exempt high school graduates or minors who have passed the GED test from the permit requirement in s. [DWD 270.05](#).

**(3) STUDENT LEARNER.** (a) Except as provided in par. (f), a student learner shall be exempt from the prohibitions in ss. [DWD 270.12](#) and [270.13](#) if the student learner is performing service within a bona fide school-work training program sponsored by an accredited school and authorized and approved by the state department of public instruction, the technical college system board, or the department’s youth apprenticeship program.

(b) For the purpose of this subsection, a student learner is a student of an accredited school who is employed on a part-time basis to obtain both scholastic credit and employment training under a bona fide written school-work training program agreement.

(c) Each school-work training agreement shall contain the name of the student learner; shall be signed by the parent, employer, and school principal; shall be kept on file by both the school and the employer; and shall provide all of the following:

1. That the work of the student learner in the occupation declared hazardous under ss. [DWD 270.12](#) and [270.13](#) is incidental to the student learner’s training, and shall be intermittent and only for short periods of time.

2. That the work shall be under the direct and close supervision of a qualified and experienced person.

3. That safety instructions will be given by the school and correlated by the employer with on-the-job training.

4. A schedule of organized and progressive work processes to be performed on the job.

(d) A child labor permit under s. [DWD 270.05](#) shall be obtained for each student learner.

(e) The department may revoke the exemption under this subsection in a particular place of employment if the department finds that reasonable precautions have not been observed for the safety of a minor employed under a school-work training program agreement.

(f) A student learner may be employed in the occupations otherwise prohibited under ss. [DWD 270.12](#) and [270.13](#) except the following:

1. [DWD 270.12 \(4\)](#) Bakery machines.
2. [DWD 270.12 \(6\)](#) Brick, tile, and similar products.
3. [DWD 270.12 \(8\)](#) Coal mine.
4. [DWD 270.12 \(11\)](#) Explosives.
5. [DWD 270.12 \(12\)](#) Hoists and hoisting apparatus.
6. [DWD 270.12 \(17\)](#) Logging, sawmill, lath mill, shingle mill, or cooperage stock mill.
7. [DWD 270.12 \(20\)](#) Mining, other than coal.
8. [DWD 270.12 \(21\)](#) Motor vehicle driver and outside helper.

9. DWD 270.12 (23) Radioactive substances and ionizing radiations.
10. DWD 270.12 (26) Strikes and lockouts.
11. DWD 270.12 (28) Wrecking, demolition, and shipbreaking.
12. DWD 270.13 (8) Gun clubs.
13. DWD 270.13 (13) Manufacturing, mining, or processing occupations.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.15 Employment of minors in farming.**

(1) No minor under 12 years of age may be employed or permitted to work in farming.

(2) The presence of a minor under 12 at the place where a parent or guardian is employed in farming, if merely for the purpose of supervision by the parent or guardian, is not prohibited by this section.

(3) Sections 103.64 to 103.82, Stats., and this chapter do not apply to the employment of a minor engaged in farm work performed outside school hours in connection with the minor's own home farm and directly for his or her parent or guardian, or on another farm, with the consent of minor's parent or guardian where the farm work is primarily an exchange of labor with another farmer.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.16 First processing of perishable fruits and vegetables.** Section 103.68, Stats., and s. DWD 270.11 are modified as provided under s. 103.66, Stats., regulating the hours of employment of minors 16 and 17 years of age, including minors covered by s. DWD 270.11 (4), in canning and freezing establishments during first processing of perishable fruits and vegetables as follows:

(1) HOURS OF LABOR. Minors 16 and 17 years of age may not be required nor permitted to work more than 9 hours in any day nor more than 54 hours in any week, except:

(a) During not more than 18 weeks per year, canning and freezing establishments may employ a minor 16 or 17 years of age more than 9 hours per day, more than 6 days per week, and more than 54 hours per week, but not more than 60 hours per week for 14 weeks and not more than 70 hours per week for 4 weeks if the employment does not result in any undue hazard to the minor's health and the minor is paid not less than 1 1/2 times the minor's regular rate of pay for hours worked over 40 hours per week.

(b) The time-of-day restrictions in s. DWD 270.11 (2) (d) shall not apply to minors 16 and 17 years of age employed under the provisions of par. (a).

(2) REST PERIODS. Each 16- and 17-year-old minor shall be given a period of rest of at least 7 consecutive hours from the ending of work on any day to the beginning of work or the beginning of school the next day.

(3) MEAL PERIODS. At least 30 minutes shall be allowed for each meal period reasonably close to the usual meal period time; namely, 6:00 a.m., 12:00 noon, 6:00 p.m., 12:00 midnight or near the middle of a shift. In no case may a minor be employed or permitted to work more than 6 consecutive hours without a meal period.

(4) DEFINITIONS. For the purpose of this section:

(a) "Day" means the 24 hours beginning at 6:00 a.m. of each calendar day.

(b) "First processing" means processing the perishable fruit or vegetable until it can be safely stored for a reasonable amount of time, as determined on a case-by-case basis.

(c) "Week" means a calendar week or a regular recurring period of 168 hours in the form of 7 consecutive 24-hour periods.

(5) HOURS, BEFORE AND AFTER SEASON. The hours of work for minors 16 and 17 years of age employed in canning and freezing

establishments before and after the season of first processing of perishable fruits and vegetables shall be as provided in s. DWD 270.11.

(6) WAIVER OR MODIFICATION. (a) The department may grant a waiver or modification of this section if the department determines that practical difficulties or unnecessary hardships may result from compliance with this section based on existing circumstances, and a waiver will not be dangerous or prejudicial to the life, health, safety, or welfare of the employees.

(b) If a collective bargaining agreement exists, the department will consider a waiver or modification of this section only if the request is agreed to by management and labor.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.17 Caddies on golf courses.**

(1) Any minor on a golf course for the purpose of caddying for or while caddying for a person permitted to play golf on the course shall be deemed an employee of the golf club or other person, partnership, association, or corporation, including the state and any municipal corporation or other political subdivision thereof, operating the golf course.

(2) The labor permit issued by the department or a permit officer allowing a minor to be employed as a caddy by the golf club named in the permit shall be deemed to allow the employment of the minor named in the permit as a caddy by the golf club on whose course inter-club matches, inter-service club matches, or special events for non-members are being held during the duration of the matches or events if the club on whose course the matches or events are being held secures from the club to whom the permit or permits were issued a list of the caddies transferred before the club employs the caddies. This list shall contain the name, address, and date of birth of each minor transferred, together with the date of issuance of the permit, the name of the golf club to which it was issued, and the name of the golf club to which the minor was transferred. The golf club to which the permit or permits were issued shall keep on file at the club a duplicate of the list. The golf club to which the caddy or caddies are transferred shall add to the list the dates the club employed each minor named in the list and shall keep the list on file at the club.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.18 Volunteer service.** (1) A minor may volunteer services for a nonprofit organization with the written consent of the minor's parent and under the supervision of a responsible adult.

(2) No minor may volunteer in an occupation or place of employment deemed dangerous or prejudicial to the life, health, safety or welfare of the minor or other employees or frequenters as specified in ss. DWD 270.12 and 270.13.

(3) The organization for which the volunteer is serving shall provide insurance for on-duty injuries that may occur to the volunteer. The department recommends that organizations obtain liability coverage to protect the volunteer in the event that the volunteer causes an injury to a third party.

(4) Minor volunteers may not be used to replace a paid employee.

(5) In this section, "volunteer service" includes service to a nonprofit organization under the graduation requirements of a school or school district.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

**DWD 270.19 Student worklike activities.**

(1) SPECIFIC ALLOWABLE ACTIVITIES. A student may perform worklike activities in his or her own elementary or secondary school, with or without compensation, which shall not constitute employment if all of the following conditions are met:

(a) The student helps in the school lunchroom or cafeteria, cleans a classroom, acts as a hall monitor, or performs minor clerical work in the school office or library.

(b) The student may perform the activities listed in par. (a) for periods of one hour or less on days that school is in session. The student may perform the activities listed in par. (a) for longer periods on days that school is not in session but may not perform the activities for longer hours on more than a four consecutive days. The annual total time that the student performs the activities listed in par. (a) shall not exceed the equivalent of one hour per school day in any school year as defined in s. 115.001 (13), Stats.

(c) The student is supervised by an adult.

(d) The student does not displace a regular employee or reduce previously existing employment opportunities by performing work that would otherwise be performed by regular employees.

**(2) CONDITIONS FOR OTHER STUDENT WORKLIKE ACTIVITIES.** A student may perform worklike activities, other than those listed in

sub. (1) (a), in his or her own elementary or secondary school, with or without compensation, which shall not constitute employment if all of the following conditions are met:

(a) The primary purpose is educational and the activity is conducted primarily for the benefit of the student.

(b) The time in attendance at school plus the time spent at the activity does not exceed the time that the student would be required to attend school under a normal academic schedule by more than one hour per day.

(c) The student is supervised by an adult.

(d) The student does not displace a regular employee or reduce previously existing employment opportunities by performing work that would otherwise be performed by regular employees.

**History:** CR 04-010: cr. Register November 2004 No. 587, eff. 12-1-04.

## Chapter DWD 271

### STREET TRADES

DWD 271.01	Identification.
DWD 271.02	Fees.
DWD 271.03	Meal periods.
DWD 271.04	Hours of work and time of day of work.

DWD 271.05	Higher standards.
DWD 271.06	Requirements to obtain a street trades permit.
DWD 271.07	Street trades form and identification card.
DWD 271.08	Revocation or suspension of permits.

**History:** Chapter Ind 71 as it existed on February 28, 1974 was repealed and a new chapter Ind 71 was created, [Register, February, 1974](#), effective March 1, 1974. Chapter Ind 71 was renumbered chapter ILHR 271 under s. 13.93 (2m) (b) 1., Stats., [Register, February, 1996, No. 482](#). Chapter ILHR 271 was renumbered chapter DWD 271 under s. 13.93 (2m) (b) 1., Stats., and corrections were made under s. 13.93 (2m) (b) 6. and 7., Stats., [Register, May, 1997, No. 497](#).

**DWD 271.01 Identification.** The identification card as provided in s. 103.25, Stats., shall be required for minors employed in street trades. No charge shall be made for the identification cards.

**History:** Cr. [Register, February, 1974, No. 218](#), eff. 3-1-74.

**DWD 271.02 Fees.** The department fixes a fee of \$5 for the issuing of each Street Trades Permit and authorizes the retention of \$2.50 of the fee by the permit officer as compensation for services. The permit officer shall forward \$2.50 of the fee to the department to cover the cost of administration materials and supervision.

**History:** Cr. [Register, February, 1974, No. 218](#), eff. 3-1-74; am. [Register, December, 1991, No. 432](#), eff. 1-1-92.

**DWD 271.03 Meal periods.** At least 30 minutes shall be allowed for each meal period reasonably close to the usual meal period time. In no case shall a minor under 18 years of age be employed or permitted to work more than 6 consecutive hours without a meal period.

**History:** Cr. [Register, February, 1974, No. 218](#), eff. 3-1-74.

**DWD 271.04 Hours of work and time of day of work.**

(1) Minors under 12 years of age may work in a fundraising sale for a non-profit organization, a public or private school. Minors under 12 years of age must submit written approval from their parent or guardian to the non-profit organization, public or private school. Each minor or group of minors under 9 years of age must be physically accompanied by a parent or person at least 16 years of age.

(2) No minor under 16 years of age shall be employed or permitted to work at any street trade more than 6 days per week except for the delivery of newspapers; 4 hours per day, except 8 hours per day on Fridays, Saturdays, Sundays and other non-school days, 18 hours per calendar week while their respective school is in session, or 24 hours per calendar week while their respective school is in session less than 5 days per week or 40 hours per week during non-school weeks, nor before 7:00 a.m. except for the delivery of newspapers 5:00 a.m., nor after 8:00 p.m. on days preceding school days and not later than 9:00 p.m. on days not preceding school days.

(3) No minors 16 or 17 years of age shall be employed or permitted to work at any street trade more than 6 days per week except for the delivery of newspapers; 4 hours per day, except 8 hours per day on Fridays, Saturdays, Sundays and other non-school days, 26 hours per calendar week while their respective school is in session, or 32 hours per calendar week while their respective school is in session less than 5 days per week, nor before 6:00 a.m., except for the delivery of newspapers 5:00 a.m., nor after 9:00 p.m. on days preceding school days and not later than 11:00 p.m. on days not preceding school days.

(4) Hours worked as part of a work experience program during school hours will not count as part of the total permitted hours of work per day or per week.

(5) Minors 16 and 17 may be employed in excess of the permitted hours of labor per day and per week in weeks when they are not required to attend school provided the employer pays overtime as provided under the employer's pay plan to other workers, but in no case shall the payment be less than time and one-half their regular rate of pay for all overtime hours worked over 10 hours per day or over 40 hours per week whichever is greater, but in no case may minors 16 and 17 years of age be employed more than 50 hours per week. This exception shall not be interpreted to permit a minor to work more than 8 hours per day on Saturday, Sunday or other days during the week when the minor is required to attend school on any day of that week.

(6) Minors may not be employed during the hours they are required to attend school as defined in s. 118.15, Stats., nor contrary to local curfew ordinances establishing an earlier restriction.

(7) Minors 16 and 17 years of age, who are high school graduates or exempt from school attendance as defined in s. 118.15, Stats., may be employed the same daily and weekly hours and time of day as adults.

(8) "Day" means a calendar day.

(9) "Week" means a calendar week or a regular reoccurring period of 168 hours in the form of 7 consecutive calendar days.

(10) In court ordered restitution or community services programs, minors 12 or 13 years of age may be employed or perform any duties under circumstances in which a minor 14 or 15 years of age is permitted to be employed or permitted to work as provided under ss. [DWD 270.05](#) and [270.06](#).

**Note:** See s. 48.34 (5) (b) and (9) (a), Stats.

**History:** Cr. [Register, February, 1974, No. 218](#), eff. 3-1-74; r. and recr. [Register, December, 1991, No. 432](#), eff. 1-1-92; correction in (10) made under s. 13.93 (2m) (b) 7., Stats. [Register, February, 1996, No. 482](#).

**DWD 271.05 Higher standards.** Nothing in ss. [DWD 271.01](#) to [271.05](#) shall authorize noncompliance with any federal or state law, regulation or municipal ordinance establishing a higher standard. If more than one standard within the Administrative Code applies to a single activity, the higher standard shall be applicable.

**History:** Cr. [Register, February, 1974, No. 218](#), eff. 3-1-74; correction made under s. 13.93 (2m) (b) 7., Stats. [Register, February, 1996, No. 482](#).

**DWD 271.06 Requirements to obtain a street trades permit.** (1) Street trades permits may be obtained from any authorized permit officer throughout the state when the following is presented to the permit officer:

(a) Proof of age as provided in s. [DWD 270.02](#).

(b) Letter from the employer stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.

(c) Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.

(d) The minor's social security card.

(e) Payment from the employer of the permit fee. If the minor advances the fee, the employer must reimburse the minor not later than the first pay check.

(2) At the end of each month, the issuing office shall forward a copy of each permit issued to the public school district the minor attends or to the private or parochial school the minor attends. This requirement shall not apply for summer employment or for out-of-state students.

**History:** Cr. Register, December, 1991, No. 432, eff. 1-1-92; correction made under s. 13.93 (2m) (b) 7., Stats., Register, February, 1996, No. 482.

**DWD 271.07 Street trades form and identification card.** The permit and identification card shall be issued upon blanks furnished by the department and copies shall be distributed as follows:

- (1) Original to the employer.
- (2) Copy 2 to the minor.
- (3) Copy 3 to the department.

(4) Copy 4 retained by the permit officer.

(5) Copy 5 to the school district the minor attends.

(6) Identification card to the minor.

**History:** Cr. Register, December, 1991, No. 432, eff. 1-1-92.

**DWD 271.08 Revocation or suspension of permits.**

(1) The department may revoke or suspend any permit whenever the permit has been improperly or illegally issued, or the physical, moral welfare or the best interest of the minor would be served by revocation or suspension.

(2) The department may revoke or suspend any permit if requested in writing by the school principal or the minors parent or guardian who has legal custody of the minor or the court-ordered foster parent while the minor is under their care and supervision. The requesting party shall demonstrate some attempt has taken place to resolve the work problem between the minor, school, parent or guardian and employer before the request for revocation or suspension is made to the department.

**History:** Cr. Register, December, 1991, No. 432, eff. 1-1-92; am. (1) and (2), Register, April, 1995, No. 472, eff. 5-1-95.

(b) A school board designated as a permit officer under par. (a) may assign the duties of permit officer to an officer or employee of the school district.

(2) The department may designate persons other than school boards as permit officers, regardless of whether any school board refuses designation as a permit officer under sub. (1) (a).

**History:** 1987 a. 187.

**103.25 Permits and identification cards.** (1) A minor shall not be employed or permitted to work at any street trade unless the minor's employer first obtains from the department or a permit officer a street trade permit and the minor first obtains an identification card, both issued in accordance with this section.

(2) If upon investigation, the department determines that there are practical difficulties or unnecessary hardships in carrying out sub. (1), the department may by general or special order make reasonable exceptions or modifications with due regard for the life, health, safety and welfare of minors employed in street trades. The investigation and orders shall be made as provided under s. 103.005. These orders are subject to review as provided in ch. 227.

(3) The form and requisites of street trade permits shall be the same as those specified for child labor permits in s. 103.73, except as provided in sub. (3m) and except that the permits may be issued on special street trade permit forms, in a form determined by the department. Each minor for whom a street trade permit is issued shall be provided by the department or the permit officer issuing the permit with a street trade identification card, in a form determined by the department. The minor shall carry the identification card while engaged in street trade employment and shall not transfer it to any other person.

(3m) (a) In addition to the information required for a street trade permit under sub. (3), a street trade permit obtained by a house-to-house employer shall contain the minor's permanent home address and social security number.

(b) A house-to-house employer shall have a copy of the street trade permit issued for the minor stamped or endorsed by the clerk of any municipality where the minor conducts a street trade from house to house.

(c) This subsection does not apply to employment of a minor by a newspaper publisher or in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school.

(4) In relation to employment in street trades a permit issued under this section has the same force and effect as a permit issued under ss. 103.64 to 103.82; and the failure to obtain a permit when required under this section subjects the employer to the same penalties and liabilities as failure to obtain a permit when required under ss. 103.64 to 103.82.

(5) This section does not apply to employment of a minor in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school.

**History:** 1971 c. 228 s. 43; 1971 c. 271, 307; 1973 c. 183; 1985 a. 1; 1987 a. 187; 1989 a. 113; 1993 a. 492; 1995 a. 27; 2001 a. 107; 2009 a. 302.

**Cross-reference:** See also ch. DWD 270 and ss. DWD 271.01, 271.06, and 271.07, Wis. adm. code.

**103.26 Refusal or revocation of permits and identification cards.** (1) The department or permit officer may refuse to grant a street trade permit and identification card to a minor who seems physically unable to perform the work or whose school record indicates that the minor should not undertake such employment in addition to school, or whenever in the judgment of the department or permit officer the best interests of the minor would be served by such refusal.

(2) The department may revoke a street trade permit and identification card if the minor for whom such permit was issued is found by the department to have worked when prohibited under s. 103.24, if it appears to the department that such permit was improperly or illegally issued or if in their judgment the best interests of the minor would be served by such revocation. The department shall by registered mail notify such minor and the minor's

employer of such revocation. On receipt of such notice the employer shall immediately return the revoked permit and discontinue the employment of such minor, and the minor shall immediately return the revoked identification card to the permit officer.

**History:** 1973 c. 183; 1993 a. 492.

**Cross-reference:** See also s. DWD 271.08, Wis. adm. code.

### 103.27 Duties of employers of minors in street trades.

(1) Every employer of minors in street trades shall keep a record for each minor of his or her name, address and date of birth.

(2) Every employer shall receive and file a street trade permit authorizing employment of each minor by him or her before the minor is permitted to work; and shall keep the permit on file and allow inspection of the permit at any time by the department or any police or school attendance officer.

(3) This section does not apply to employment of a minor in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school.

**History:** 1971 c. 271; 1973 c. 183; 1979 c. 298; 1985 a. 1; 1993 a. 492; 2009 a. 302.

### 103.275 Duties of employers in house-to-house street trades.

(1) **CERTIFICATION REQUIRED.** No person may do any of the following without obtaining a certificate under sub. (2):

(a) Act as a house-to-house employer.

(b) Recruit or offer employment to a minor to conduct street trades from house to house.

(2) **APPLICATION AND ISSUANCE OF CERTIFICATE.** (a) A person shall apply to the department for a house-to-house employer certificate by submitting an application to the department. The department shall furnish applications upon request and applications shall contain all of the following:

1. The name of the applicant and the address and telephone of its principal place of business.

2. If the applicant is a corporation, the date and place of its incorporation.

2L. If the applicant is a limited liability company, the date and place of its organization.

3. The name and permanent home address of the sole proprietor, managing partner, managers or principal officers of the applicant.

4. The names, permanent home addresses and dates of birth of any of the applicant's employees, agents or representatives who supervise minor employees conducting street trades from house to house.

5. The employer identification numbers assigned to the applicant by the internal revenue service and the department of revenue.

6. Any documents required by the department to prove that the applicant has complied with sub. (3).

7. Any other information that the department considers relevant.

(b) Except as provided under pars. (bm), (br), and (bt), upon receipt of a properly completed application, the department shall issue a house-to-house employer certificate if all of the following apply:

1. The department is satisfied that the applicant will comply with ss. 103.21 to 103.31.

2. The applicant has established proof of ability to pay under sub. (3).

3. If the application is for a new certificate after revocation under sub. (7), the revocation occurred at least 12 months before issuance of the new certificate.

(bg) 1. Except as provided in subd. 2m., the department shall require each applicant for a house-to-house employer certificate under this subsection who is an individual to provide the department with the applicant's social security number, and shall require each applicant for a house-to-house employer certificate who is not an individual to provide the department with the applicant's

federal employer identification number, when initially applying for or applying to renew the house-to-house employer certificate.

2. If an applicant who is an individual fails to provide the applicant's social security number to the department or if an applicant who is not an individual fails to provide the applicant's federal employer identification number to the department, the department may not issue or renew a house-to-house employer certificate under this subsection to or for the applicant unless the applicant is an individual who does not have a social security number and the applicant submits a statement made or subscribed under oath or affirmation as required under subd. 2m.

2m. If an applicant who is an individual does not have a social security number, the applicant shall submit a statement made or subscribed under oath or affirmation to the department that the applicant does not have a social security number. The form of the statement shall be prescribed by the department. A house-to-house employer certificate issued in reliance upon a false statement submitted under this subdivision is invalid.

3. The department of workforce development may not disclose any information received under subd. 1. to any person except to the department of revenue for the sole purpose of requesting certifications under s. 73.0301 or the department of children and families for purposes of administering s. 49.22.

(bm) The department of workforce development shall deny, suspend, restrict, refuse to renew, or otherwise withhold a house-to-house employer certificate for failure of the applicant or house-to-house employer to pay court-ordered payments of child or family support, maintenance, birth expenses, medical expenses, or other expenses related to the support of a child or former spouse or for failure of the applicant or house-to-house employer to comply, after appropriate notice, with a subpoena or warrant issued by the department of children and families or a county child support agency under s. 59.53 (5) and related to paternity or child support proceedings, as provided in a memorandum of understanding entered into under s. 49.857. Notwithstanding sub. (7) and s. 103.005 (10), an action taken under this paragraph is subject to review only as provided in the memorandum of understanding entered into under s. 49.857 and not as provided in sub. (7) and ch. 227.

(br) The department shall deny an application for the issuance or renewal of a house-to-house employer certificate, or revoke such a certificate already issued, if the department of revenue certifies under s. 73.0301 that the applicant or house-to-house employer is liable for delinquent taxes. Notwithstanding sub. (7) and s. 103.005 (10), an action taken under this paragraph is subject to review only as provided under s. 73.0301 (5) and not as provided in sub. (7) and ch. 227.

(bt) 1. The department may deny an application for the issuance or renewal of a house-to-house employer certificate, or revoke such a certificate already issued, if the department determines that the applicant or house-to-house employer is liable for delinquent contributions, as defined in s. 108.227 (1) (d). Notwithstanding sub. (7) and s. 103.005 (10), an action taken under this subdivision is subject to review only as provided under s. 108.227 (5) and not as provided in sub. (7) and ch. 227.

2. If the department denies an application or revokes a certificate under subd. 1., the department shall mail a notice of denial or revocation to the applicant or house-to-house employer. The notice shall include a statement of the facts that warrant the denial or revocation and a statement that the applicant or house-to-house employer may, within 30 days after the date on which the notice of denial or revocation is mailed, file a written request with the department to have the determination that the applicant or house-to-house employer is liable for delinquent contributions reviewed at a hearing under s. 108.227 (5) (a).

3. If, after a hearing under s. 108.227 (5) (a), the department affirms a determination under subd. 1. that an applicant or house-to-house employer is liable for delinquent contributions, the department shall affirm its denial or revocation. An applicant or

house-to-house employer may seek judicial review under s. 108.227 (6) of an affirmation by the department of a denial or revocation under this subdivision.

4. If, after a hearing under s. 108.227 (5) (a), the department determines that a person whose certificate is revoked or whose application is denied under subd. 1. is not liable for delinquent contributions, as defined in s. 108.227 (1) (d), the department shall reinstate the certificate or approve the application, unless there are other grounds for revocation or denial. The department may not charge a fee for reinstatement of a certificate under this subdivision.

(c) A person who receives a house-to-house employer certificate shall notify the department of any changes in the information required in the application submitted under par. (a) within 30 days after the change occurs.

(d) A house-to-house employer certificate is valid for a 12-month period. A house-to-house employer may renew a certificate by submitting an application under par. (a), subject to the conditions under par. (b).

(3) FINANCIAL RESPONSIBILITY. (a) A house-to-house employer shall establish proof of its ability to pay any compensation owed to minor employees and any penalties that may be imposed under s. 103.29.

(b) A house-to-house employer shall prove its ability to pay under par. (a) by maintaining one of the following commitments, in an amount of at least \$5,000 and in a form approved by the department:

1. A bond.
2. A certificate of deposit.
3. An established escrow account.
4. An irrevocable letter of credit.

(c) The commitment described in par. (b) shall be established in favor of or made payable to the department, for the benefit of the state and any minor employee who does not receive the compensation earned by the minor employee. The house-to-house employer shall file with the department any agreement, instrument or other document necessary to enforce the commitment against the house-to-house employer or any relevant 3rd party, or both.

(4) DISCLOSURE TO MINOR EMPLOYEES. (a) When a minor applies for a job to conduct street trades from house to house, the house-to-house employer shall inform the minor in writing of the terms and conditions of employment including all of the following:

1. Compensation, including commissions, bonuses or contest awards.
2. The time and manner of the payment of compensation.
3. The number of days per week and of hours per day that the minor would be required to conduct street trades from house to house.
4. The nature and frequency of required employment-related meetings and how compensation is paid for attendance at the meetings.
5. Whether and how the house-to-house employer provides transportation.
6. The expenses related to employment that the applicant would be required to pay.

(b) No house-to-house employer may fail to comply with the terms of the written disclosure statement required under par. (a). A house-to-house employer may change the terms of a disclosure statement by a supplemental document in writing, if the change applies only prospectively.

(5) RECORDS AND INSPECTION. A door-to-door employer shall do all of the following:

- (a) Keep a copy of the street trade permit obtained for an employee under s. 103.25 for at least 3 years after the employee

attains the age of 18 or leaves the employment of the employer, whichever occurs first.

(b) Keep a list of the names of all municipalities where minor employees of the house-to-house employer conducted street trades from house to house within the last 3 years.

(c) At the department's request, do any of the following:

1. Allow the department to inspect the certificate issued under sub. (2) or any street trade permits obtained under s. 103.25.

2. Provide a list of the municipalities where the house-to-house employer intends to employ minors to conduct street trades from house to house within 6 months after the date of the request.

**(6) NOTIFICATION TO POLICE OR SHERIFF.** (a) When a house-to-house employer obtains a stamp from a municipal clerk under s. 103.25 (3m) (b), the house-to-house employer shall provide notice that a minor is or will be conducting a street trade for the house-to-house employer in the municipality to the following:

1. The local police department, if the municipality has a police department and a population of 2,500 or more.

2. To the office of the sheriff of the county where the municipality is located, if the municipality has no police department.

3. To the local police department or the office of the sheriff of the county where the municipality is located, if the municipality has a police department or a population greater than 2,500.

**(7) SUSPENSION OR REVOCATION OF CERTIFICATE.** (a) The department may investigate and hold hearings in connection with certificates issued under sub. (2).

(b) Except as provided in sub. (2) (bm), (br), and (bt), after providing at least 10 days' notice to a house-to-house employer, the department may, on its own or upon a written and signed complaint, suspend the house-to-house employer's certificate. The department shall serve a copy of the complaint with notice of a suspension of the certificate on the person complained against, and the person shall file an answer to the complaint with the department and the complainant within 10 days after service. After receiving the answer, the department shall set the matter for hearing as promptly as possible and within 30 days after the date of filing the complaint. Either party may appear at the hearing in person or by attorney or agent. The department shall make its findings and determination concerning the suspension within 90 days after the date that the hearing is concluded and send a copy to each interested party.

(c) Except as provided in sub. (2) (bm), (br), and (bt), the department may revoke a certificate issued under sub. (2) after holding a public hearing at a place designated by the department. At least 10 days prior to the revocation hearing, the department shall send written notice of the time and place of the revocation hearing to the person holding the certificate and to the person's attorney or agent of record by mailing the notice to their last-known address. The testimony presented and proceedings at the revocation hearing shall be recorded and preserved as the records of the department. The department shall, as soon after the hearing as possible, make its findings and determination concerning revocation and send a copy to each interested party.

(d) The department may suspend a certificate under par. (b) only if it has reason to believe, or may revoke a certificate under par. (c) only if it finds, that the house-to-house employer has done any of the following:

1. Submitted false information to the department in an application under sub. (2) (a), if the information caused the department to issue the certificate when it would otherwise not have done so.

2. Failed to notify the department of a change in information under sub. (2) (c).

3. Failed to comply with the terms of a written disclosure statement under sub. (4).

4. Failed to maintain proof of ability to pay under sub. (3).

5. Failed to comply with s. 103.23, 103.24, 103.25 or 103.27 or the rules of the department.

**(8) EXCEPTION.** This section does not apply to the employment of a minor by a newspaper publisher or in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school.

**History:** 1989 a. 113, 359; 1993 a. 112; 1997 a. 191, 237; 1999 a. 9; 2009 a. 180, 302; 2013 a. 36.

**103.28 Enforcement.** (1) Sections 103.21 to 103.31 shall be enforced by the department. Police and school attendance officers of cities, towns, villages and school districts shall assist the department in enforcement by questioning minors seen on the streets engaged in street trades and reporting to the department all cases of minors apparently engaged in street trades in violation of ss. 103.21 to 103.31.

(2) The failure of an employer to produce for inspection by the department or any school attendance or police officer a permit required for a minor employed in street trades is prima facie evidence of unlawful employment of the minor.

(3) The department may refer violations of ss. 103.21 to 103.275 for prosecution by the department of justice or the district attorney for the county in which the violation occurred.

**History:** 1971 c. 271; 1973 c. 183; 1979 c. 298; 1989 a. 113.

**103.29 Penalties.** (1) Any employer who employs or permits the employment of any minor in street trades in violation of ss. 103.21 to 103.31 or of any order issued thereunder or who hinders or delays the department or any school attendance or police officer in the performance of their duties under ss. 103.21 to 103.31 may be required to forfeit not less than \$25 nor more than \$1,000 for each day of the first offense and, for the 2nd or subsequent violation of ss. 103.21 to 103.31 within 5 years, as measured from the dates the violations initially occurred, may be fined not less than \$250 nor more than \$5,000 for each day of the 2nd or subsequent offense or imprisoned not more than 30 days or both.

(2) In addition to the penalties under sub. (1), any employer who employs any minor in violation of s. 103.24 or 103.275 (1) or (4) (b) or rules of the department shall be liable, in addition to the wages paid, to pay to each minor affected, an amount equal to twice the regular rate of pay as liquidated damages for all hours worked in violation per day or per week, whichever is greater.

**History:** 1971 c. 271; 1981 c. 390; 1987 a. 332 ss. 8 to 10, 64; 1989 a. 113.

**103.30 Penalty on newspapers for allowing minors to loiter around premises.** A newspaper publisher or printer or person having for sale newspapers or magazines shall not permit any minor under 18 years of age to loiter or remain around any premises where the newspapers or magazines are printed, assembled, prepared for sale or sold when the minor is required under s. 118.15 to attend school. Any person violating this section is subject to the penalties specified in s. 103.29.

**History:** 1971 c. 271; 1973 c. 183; 1987 a. 332.

**103.31 Penalty on parent or guardian.** Any parent or guardian who permits a minor under his or her control to be employed in violation of ss. 103.21 to 103.31 or of any order of the department issued thereunder may be required to forfeit not less than \$10 nor more than \$250 for each day of the first offense and, for the 2nd or subsequent violation of ss. 103.21 to 103.31 within 5 years, as measured from the dates the violations initially occurred, may be required to forfeit not less than \$25 nor more than \$1,000 for each day of the 2nd or subsequent offense.

**History:** 1971 c. 271; 1987 a. 332.

**103.32 Recovery of arrears of wages.** The department, on behalf of the minor, may sue the employer under s. 109.09 for the recovery of any arrears of wages to which the minor is entitled under this chapter.

**History:** 1971 c. 271, 307; 1975 c. 380 s. 5.

**103.33 Discriminatory acts; street trades.** Section 111.322 (2m) applies to discharge and other discriminatory acts against an employee arising in connection with any proceeding under s. 103.28 or 103.32.

**History:** 1989 a. 228.

**103.34 Regulation of traveling sales crews. (1) DEFINITIONS:** In this section:

(a) “Certificate of registration” means a certificate of registration issued under this section authorizing a person to employ traveling sales crew workers.

(am) “Consumer” means an individual to whom a seller sells, offers to sell, or advertises or promotes the sale of consumer goods or services. “Consumer” does not include an individual who purchases goods or services in a business or governmental capacity or for resale to others.

(ap) “Consumer goods or services” means goods or services, including personal investment opportunities, personal business opportunities, and personal training courses, that are typically used for personal, family, or household purposes.

(b) “Disqualifying offense” means any of the following:

1. A violation of s. 125.07 (1) (a), (2) (a) 1. or 2., or (4) (a) or (b), 125.085 (3) (a) or (b), 125.09 (2), 961.41 (1) or (1m), 961.573, 961.574, or 961.575, of a substantially similar federal law or law of another state, or of a local ordinance that strictly conforms to any of those statutes, if the violation was committed in connection with or incident to any traveling sales crew activities.

2. A violation of s. 940.01, 940.02, 940.03, 940.05, 940.06, 940.07, 940.08, 940.09, 940.10, 940.19 (2), (4), (5), or (6), 940.21, 940.225 (1), (2), or (3), 940.23, 940.235, 940.24, 940.25, 940.30, 940.302, 940.305, 940.31, 943.02, 943.03, 943.04, 943.10, 943.30, 943.31, 943.32, 944.32, 944.33 (2), 944.34, 946.10, 948.02 (1) or (2), 948.025, 948.03 (2) or (3), 948.04, 948.05, 948.051, 948.055, 948.06, 948.07, 948.075, 948.08, 948.085, 948.11 (2) (a) or (am), 948.12, 948.13, 948.21 (1), or 948.30 or of a substantially similar federal law or law of another state.

3. A violation of s. 943.20, 943.201, 943.203, 943.21, 943.23, 943.24 (2), 943.34, 943.50, 943.61, 943.62, or 943.70 or of a substantially similar federal law or law of another state, if the value of the property misappropriated is \$2,500 or more.

4. A violation of s. 100.18 or 100.195, of an order issued under s. 100.20, or of a substantially similar federal law or law of another state.

(c) “Hazardous material” has the meaning given in 49 USC 5102 (2).

(d) “Traveling sales crew” means 2 or more individuals who are employed as salespersons or in related support work, who travel together in a group, and who are absent overnight from their permanent places of residence for the purpose of selling consumer goods or services to consumers from house to house, on any street, or in any other place that is open to the public. “Traveling sales crew” does not include 2 or more individuals who are traveling together for the purpose of participating in a trade show or convention or 2 or more immediate family members who are traveling together for the purpose of selling consumer goods or services.

(e) “Traveling sales crew activities” means the sale of consumer goods or services to consumers from house to house, on any street, or in any other place that is open to the public or related support work. “Traveling sales crew activities” does not include the sale of consumer goods or services from a fixed location at a concert, festival, carnival, street fair, public exhibition, or other similar special event with the permission of the organizer of the special event.

(f) “Traveling sales crew worker” means a member of a traveling sales crew.

**(2) REGISTRATION REQUIRED.** No person may employ, offer to employ, or otherwise recruit an individual to work as a traveling

sales crew worker without first obtaining a certificate of registration from the department. To obtain a certificate of registration, a person shall complete an application under sub. (3) (a), meet the minimum requirements specified in sub. (3) (c) for issuance of a certificate of registration, and pay a registration fee determined by the department by rule promulgated under sub. (13). A certificate of registration is valid for 12 months unless sooner suspended, restricted, or revoked and is nontransferable. A registrant may renew a certificate of registration by submitting an application under sub. (3) (a) and paying the registration fee not less than 30 days before the expiration date of the certificate of registration.

**(3) APPLICATION FOR REGISTRATION.** (a) To obtain a certificate of registration, a person shall complete an application that contains all of the following information:

1. The name of the applicant, the address and telephone number of the applicant’s principal place of business, and, if the applicant is engaged in sales activities on behalf of a principal, the name, address, and telephone number of the principal.

2. If the applicant is a corporation, the date and place of the applicant’s incorporation or, if the applicant is a limited liability company, the date and place of the applicant’s organization.

3. The names and permanent home addresses of the proprietors, managing partners, managers, or principal officers of the applicant, together with proof of identification of those individuals, which may be in the form of a birth certificate, a valid operator’s license issued under ch. 343 or under a comparable law of another state that contains a photograph of the license holder, or an identification card issued under s. 343.50 or under a comparable law of another state that contains a photograph of the person identified.

4. The names, permanent home addresses, motor vehicle operator’s license numbers, and dates of birth of all employees, agents, or representatives of the applicant who supervise or transport traveling sales crew workers, together with proof of identification of those individuals, as provided under subd. 3.

5. Information regarding the conviction record of all proprietors, managing partners, managers, or principal officers of the applicant, and of all employees, agents, or representatives of the applicant who supervise or transport traveling sales crew workers, and information regarding any violation by any of those individuals of s. 100.18 or 100.195, of an order issued under s. 100.20, or of a substantially similar federal law or law of another state.

6. The social security number or federal employer identification number of the applicant as provided in sub. (10) (a).

7. The type of sales activities to be performed and the nature of the consumer goods or services to be sold by the traveling sales crew workers of the applicant. If the goods to be sold are magazine subscriptions, the applicant shall provide the names, addresses, and telephone numbers of the publishers of those magazines.

8. A statement identifying each motor vehicle that will be used to transport the applicant’s traveling sales crew workers, including the type and license number of each motor vehicle, and documentation showing that each motor vehicle is in compliance with all state and federal safety standards that are applicable to the motor vehicle as provided in sub. (7) (a).

9. A statement indicating whether the duties of the applicant’s traveling sales crew workers will include the storage, handling, or transportation of hazardous materials or may result in any other exposure of those workers to hazardous materials and, if so, documentation showing that the applicant is in compliance with all state and federal safety standards that are applicable to the storage, handling, and transportation of the hazardous materials as provided in sub. (7) (b).

10. Any document required by the department to prove that the applicant has complied with the proof of financial responsibility requirement under sub. (4), the disclosure statement require-

minor's parent or guardian in connection with the parent's or guardian's business, trade or profession.

(h) Minors 12 and 13 years of age may be employed as sideline officials for high school football games.

(hm) Minors 12 and 13 years of age may be employed under direct adult supervision as officials for athletic events sponsored by private, nonprofit organizations in which the minor would be eligible to participate or in which the participants are the same age as or younger than the minor.

(i) Minors 11 to 13 years of age may be employed as ball monitors at high school football games and practices.

(j) Minors under 14 years of age may be employed as participants in a restitution project under s. 938.245 (2) (a) 5., 938.32 (1t) (a), 938.34 (5), or 938.345, in a supervised work program or other community service work under s. 938.245 (2) (a) 6., 938.32 (1t) (b), 938.34 (5g), 938.343 (3), or 938.345, or in the community service component of a youth report center program under s. 938.245 (2) (a) 9m., 938.32 (1p), 938.34 (7j), 938.342 (1d) (c) or (1g) (k), 938.343 (3m), 938.344 (2g) (a) 5., 938.345, or 938.355 (6) (d) 5. or (6m) (a) 4.

(3) Sections 103.64 to 103.82 do not apply to the employment of a minor engaged in domestic or farm work performed outside school hours in connection with the minor's own home and directly for the minor's parent or guardian.

**History:** 1971 c. 271, 307; 1973 c. 183; 1979 c. 234; 1985 a. 1; 1989 a. 126; 1993 a. 492; 1995 a. 352; 1999 a. 164; 2001 a. 16, 109; 2009 a. 92, 302.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

An injured minor cannot be charged with contributory negligence when the child's employment is in violation of a child labor law. *Tisdale v. Hasslinger*, 79 Wis. 2d 194, 255 N.W.2d 314 (1977).

**103.68 Hours of labor.** Except as the department may from time to time issue orders as provided under s. 103.66 (2) regulating the hours of employment of minors, the following schedule of hours shall be deemed to be necessary to protect minors from employment dangerous or prejudicial to their life, health, safety, or welfare and shall apply to minors of the ages specified therein:

(1) No minor may be employed or permitted to work at any gainful occupation during such hours as the minor is required under s. 118.15 to attend school.

(2) No minor under 16 years of age may be employed or permitted to work in any gainful occupation, other than in domestic service, farm labor, or public exhibitions, as provided in s. 103.78, as follows:

(a) For more than 3 hours on a school day or 8 hours on a non-school day.

(b) For more than 18 hours in a school week or 40 hours in a nonschool week.

(c) For more than 6 days in a week.

(d) Before 7:00 a.m. or after 7:00 p.m. from the day after Labor Day to May 31.

(e) Before 7:00 a.m. or after 9:00 p.m. from June 1 to Labor Day.

(3) At least 30 minutes shall be allowed for each meal period which shall commence reasonably close to 6 a.m., 12 noon, 6 p.m. or 12 midnight or approximately midway of any work period or at such other times as deemed reasonable by the department. No minor under age 18 shall be employed or permitted to work more than 6 consecutive hours without a meal period.

**History:** 1993 a. 492; 1995 a. 225; 2001 a. 109; 2011 a. 32.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.695 Designation of a permit officer.** (1) (a) The department shall designate a school board, as defined in s. 115.001 (7), as a permit officer unless the school board refuses the designation.

(b) A school board designated as a permit officer under par. (a) may assign the duties of permit officer to an officer or employee of the school district.

(2) The department may designate persons other than school boards as permit officers, regardless of whether any school board refuses designation as a permit officer under sub. (1) (a).

**History:** 1987 a. 187.

**103.70 Permits necessary for minors; exceptions.**

(1) Except as otherwise provided in sub. (2) and in ss. 103.21 to 103.31, 103.78, 938.245 (2) (a) 5. b., 938.32 (1t) (a) 2., and 938.34 (5) (b) and (5g) (c), and as may be provided under s. 103.79, a minor may not be employed or permitted to work at any gainful occupation or employment, unless employed under an apprentice contract under s. 106.01, unless 12 years and over and engaged in farming, unless 14 years and over and enrolled in a youth apprenticeship program under s. 106.13, or unless there is first obtained from the department or a permit officer a written permit authorizing the employment of the minor within those periods of time stated in the permit, which may not exceed the maximum hours prescribed by law.

(2) (a) A minor may be employed without a permit in or around a home in work usual to the home of the employer, if the work is not in connection with or a part of the business, trade, or profession of the employer; is in accordance with the minimum age stated in s. 103.67 (2) (f); and is not specifically prohibited by ss. 103.64 to 103.82 or by an order of the department.

(b) A minor may be employed without a permit by a nonprofit organization in and around the home of an elderly person or a person with a disability to perform snow shoveling, lawn mowing, leaf raking, or other similar work usual to the home of the elderly person or person with a disability, if all of the following apply:

1. The work is not in connection with or a part of the business, trade, or profession of that person and is in accordance with the minimum age stated in s. 103.67 (2) (fm).

2. The type of employment is not specifically prohibited by ss. 103.64 to 103.82 or by an order of the department.

3. The minor is paid the applicable minimum wage under ch. 104 or under federal law, whichever is greater, for the work.

4. The minor's parent or guardian provides the nonprofit organization with his or her written consent for the minor to perform the work.

(c) A minor may be employed without a permit as an election inspector as provided in s. 7.30 (2) (am).

**History:** 1971 c. 271; 1973 c. 59; 1979 c. 234; 1987 a. 187; 1993 a. 437; 1995 a. 27, 352; 2001 a. 16, 109; 2009 a. 92, 291.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

All enrollees of a federally sponsored and locally administered program were employees and were required to be covered by suitable work permits unless they were exempt because of age or the nature of their activities. The department does not have the authority to waive the permit fee, there being no statutory exemption. 62 Atty. Gen. 256.

**103.71 Conditions for issuance of permits.** (1) Except as provided in s. 103.78, a permit shall not be issued authorizing any minor 14 to 18 years of age to be employed during the hours that the minor is required to attend school under s. 118.15, unless the minor has completed high school. The department and its permit officers shall accept as evidence of the minor's completion of high school either:

(a) A diploma or certificate to this effect issued by the superintendent of public schools or by the principal of the public school last attended by such minor, or in the absence of both the aforementioned persons by the clerk of the proper school board; or

(b) A diploma or certificate to this effect issued by the superintendent of the parochial school system or by the principal of the parochial or private school or tribal school last attended by such minor. Such superintendent, principal, or clerk shall issue such diploma or certificate upon receipt of any application in behalf of any minor entitled thereto. As used in this paragraph the term "school district" shall apply to all regularly constituted school districts, including union free high school districts.

(2) No permit may be issued authorizing the employment of any minor under 14 years of age at any time, except that a permit

may be issued authorizing the employment of a minor under 14 years of age as follows to the extent permitted under the federal Fair Labor Standards Act, 29 USC 201 to 219:

(a) The employment of minors 11 to 13 years of age as ball monitors at high school football games as provided in s. 103.67 (2) (i).

(b) The employment of minors 12 years of age and over:

1. In school lunch programs under s. 103.67 (2) (a).
2. In street trades as provided in ss. 103.21 to 103.31.
3. As caddies on golf courses as provided in s. 103.67 (2) (d).
4. In the business, trade or profession of the minor's parent or guardian as provided in s. 103.67 (2) (g).
5. As a sideline official at a high school football game as provided in s. 103.67 (2) (h).
6. As officials for athletic events as provided in s. 103.67 (2) (hm).

(3) No permit may be issued under sub. (2) (b) 4., unless the department or permit officer is satisfied that employment under s. 103.67 (2) (g) is not injurious or detrimental to the minor's education, health, safety or welfare.

**History:** 1971 c. 271; 1973 c. 59, 183, 336; 1975 c. 94; 1979 c. 234; 1987 a. 187; 1989 a. 126; 1993 a. 492; 1999 a. 164; 2009 a. 302.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.72 Refusal and revocation of permits.** (1) The department or permit officer may refuse to grant permits in the case of minors who seem physically unable to perform the labor at which they are to be employed. They may also refuse to grant a permit if in their judgment the best interests of the minor would be served by that refusal.

(2) Whenever it appears to the department that a permit has been improperly or illegally issued, or that the physical or moral welfare or school attendance of the minor would be best served by the revocation of the permit or that the failing school performance of the minor would be remedied by the revocation of the permit, the department may immediately, without notice, revoke the permit. The department shall revoke a permit if ordered to do so under s. 938.342 (1g) (e). If the department revokes a permit, the department shall, by registered mail, notify the person employing the minor and the minor holding the permit of the revocation. Upon receipt of the notice, the employer employing the minor shall immediately return the revoked permit to the department and discontinue the employment of the minor.

**History:** 1995 a. 77; 1997 a. 239.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.73 Form and requisites of permit; as evidence.**

(1) The permit provided under s. 103.70 shall state the name and the date of birth of the minor and that the following evidence, records and papers have been examined, approved and filed:

(a) Such evidence as is required by the department showing the age of the minor. The department shall promulgate rules governing the proof of age of minors who apply for labor permits that shall bind all persons authorized by law to issue such permits. In promulgating those rules, the department shall include a requirement that the department and its permit officers shall accept as evidence of a minor's age a duly attested birth certificate, a verified baptismal certificate, a valid operator's license issued under ch. 343 that contains the photograph of the license holder or an identification card issued under s. 343.50. Those rules shall also require the department and its permit officers to accept as evidence of a minor's age a valid operator's license issued under ch. 343 that contains the photograph of the license holder or an identification card issued under s. 343.50 without requiring proof that the minor's birth certificate or baptismal certificate cannot be secured.

(b) A letter written on the regular letterhead or other business paper used by the person who desires to employ the minor, stating the intention of the person to employ the minor and signed by the person or someone duly authorized by the person.

(2) The permits provided under s. 103.70 shall be issued upon forms furnished by the department.

(3) A child labor permit duly issued shall be conclusive evidence of the age of the minor for whom it was issued in any proceeding under any of the labor laws and under ch. 102, as to any act or thing occurring subsequent to the date such permit was issued.

**History:** 1971 c. 271; 1975 c. 147 s. 54; 1979 c. 89; 1993 a. 492; 1999 a. 132; 2001 a. 107.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.74 Duties of employers of minors.** Every employer employing a minor under 18 for whom a permit is required, except in street trades, shall:

(1) Receive and file a child labor permit authorizing employment of the minor by him or her before the minor is permitted to do any work, and shall keep the permit on file and allow inspection of the permit at any time by the department or any school attendance officer. A permit shall be valid only for the employer for whom issued.

(2) Keep a record for each employed minor's name, address, date of birth, the time of beginning and ending work and the time for meals each day and the total hours worked each day and each week.

**History:** 1971 c. 271; 1979 c. 298; 1993 a. 492.

**103.75 Certificates of age.** (1) The department or persons designated by the department may issue certificates of age for minors under rules the department deems necessary. In issuing a certificate of age for a minor, the department or person designated by the department shall accept as evidence of the minor's age the evidence specified in s. 103.73 (1) (a) in the manner specified in s. 103.73 (1) (a). The certificate is conclusive evidence of the age of the minor to whom issued in any proceeding under any of the labor laws and under ch. 102 as to any act or thing occurring subsequent to the date the certificate was issued.

(2) Any person who knowingly offers or assists in offering false evidence of age for the purpose of obtaining an age certificate or who alters, forges, fraudulently obtains, uses, or refuses to surrender upon demand of the department a certificate of age may be fined not more than \$100 or imprisoned not to exceed 3 months.

**History:** 1971 c. 271; 1975 c. 147 s. 54; 1979 c. 89, 177; 1999 a. 132.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.76 Proof of age in court.** Whenever in any proceeding in any court under any of the labor laws or under ch. 102 there is any doubt of the age of a minor, a duly issued child labor permit or age certificate shall be conclusive evidence. In the absence of such permit or certificate, a duly attested birth certificate, a verified baptismal certificate, a valid operator's license issued under ch. 343 that contains the photograph of the license holder or an identification card issued under s. 343.50 shall be produced and filed with the court. Upon proof that the birth certificate, baptismal certificate, operator's license or identification card cannot be secured, the record of age stated in the first school enrollment of the child shall be admissible as evidence of the minor's age.

**History:** 1975 c. 147 s. 54; 1979 c. 89; 1999 a. 132.

**103.78 Minors in public exhibitions, radio and television broadcasts, modeling.** (1) Nothing contained in ss. 103.64 to 103.82 shall be construed as forbidding any minor under 18 years of age to appear for the purpose of singing, playing or performing in any studio, circus, theatrical or musical exhibition, concert or festival, in radio and television broadcasts, or as a live or photographic model. Labor permits shall not be required for such employment or appearances but no minor under 18 years of age shall be so employed except under the following conditions:

(a) The activities enumerated shall not be detrimental to the life, health, safety or welfare of the minor.

(b) The activities enumerated shall not interfere with the schooling of the minor and provision for education equivalent to full-time school attendance in the public schools for minors under

16 years of age and part-time attendance for minors 16 to 18 years of age shall be made for those minors who are not high school graduates.

(c) A parent or guardian shall accompany each minor under 16 years of age at all rehearsals, appearances and performances.

(d) The employment or appearance shall not be in a roadhouse, cabaret, dance hall, night club, tavern or other similar place. This prohibition does not apply to:

1. Minors presenting musical entertainment at dances held in any hall on Friday, Saturday or on any other day not followed by a school day or before midnight on Sunday, if the hall was rented for the purpose of celebrating a special event, including but not limited to a wedding, holiday, birthday or anniversary.

2. Dances held solely for minors conducted by private clubs or civic organizations where admission is limited to the membership of the club or by their invitation and the general public is excluded.

3. Performances by minors in theatrical performances at dinner theaters.

(2) The penalties in s. 103.82 (1) apply to any employer who violates this section.

(3) The penalties in s. 103.82 (3) apply to any parent or guardian who suffers or permits a minor to engage in activities in violation of this section.

**History:** 1971 c. 271; 1979 c. 221; 1987 a. 332 s. 64; 1993 a. 492; 2005 a. 172; 2009 a. 206.

**103.79 Minor golf caddies. (1)** Any minor on a golf course for the purpose of caddying for or while caddying for a person permitted to play golf on such course shall be deemed an employee of the golf club or other person, partnership, association or corporation, including the state and any municipal corporation or other political subdivision thereof, operating such golf course.

(2) The department may investigate and fix by general or special order reasonable regulations relative to the employment of minors as caddies on golf courses. The regulations may include a waiver or modification of permit requirements for caddies. The investigations and orders shall be made as provided under s. 103.005. The orders are subject to review as provided in ch. 227.

**History:** 1971 c. 228 s. 43; 1971 c. 271, 307; 1975 c. 94; 1995 a. 27.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.80 Inspection. (1)** The department and school attendance officers shall visit and inspect at all reasonable times, and as often as possible, all places covered by ss. 103.64 to 103.82.

(2) The failure of any employer to produce for inspection to the department, or school attendance officers, the permit provided for in s. 103.70 shall be prima facie evidence of unlawful employment of the minor. The presence of any minor in any factory, workshop or other place of employment shall be prima facie evidence of the employment of the minor.

**History:** 1979 c. 298.

**103.805 Fees; permits and certificates of age. (1)** The department or a permit officer shall collect a fee in the amount of \$10 for issuing permits under ss. 103.25 and 103.71 and certificates of age under s. 103.75. A person designated to issue permits and certificates of age who is not on the payroll of the division administering this chapter may retain \$2.50 of that fee as compensation for the person's services and shall forward \$7.50 of that fee to the department, which shall deposit that amount forwarded in the general fund and credit \$5 of that amount forwarded to the appropriation account under s. 20.445 (1) (gk). A person designated to issue permits and certificates of age who is on the payroll of the division administering this chapter shall forward that fee to the department, which shall deposit that fee in the general fund and credit \$5 of that fee to the appropriation account under s. 20.445 (1) (gk). The permit officer shall account for all fees collected as the department prescribes.

(2) The fee for issuance of permits and certificates of age shall be paid by the employer, but when the minor advances the fee to

the permit officer the minor shall be reimbursed by the minor's employer not later than at the end of the minor's first pay period.

**History:** 1971 c. 271; 1993 a. 492; 2009 a. 28.

**Cross-reference:** See also ch. DWD 270, Wis. adm. code.

**103.81 Advertising; penalty. (1)** During the term that the public schools are in session, a person shall not advertise or cause or permit any advertisement to be published in any newspaper for the labor or services of any minor during school hours in any employment for which a child labor permit is required under s. 103.70 which does not specifically state the minimum age of the minor whose services are desired, which age must be 18 years or over.

(2) A person shall not solicit in the schools or homes of this state, minors of permit age to leave school and enter their employment, if a child labor permit is required for that employment by s. 103.70.

(3) Any person who violates this section shall forfeit and pay into the state treasury not less than \$10 nor more than \$100 for each such offense. Every day during which any person violates this section shall constitute a separate and distinct offense.

**History:** 1971 c. 271.

**103.82 Penalties. (1)** (a) Any employer who employs or permits any minor to work in any employment in violation of ss. 103.64 to 103.82, or of any order of the department issued under those sections, or who hinders or delays the department or school attendance officers in the performance of their duties, or who refuses to admit or locks out the officer from any place required to be inspected under ss. 103.64 to 103.82 may be required to forfeit not less than \$25 nor more than \$1,000 for each day of the first offense and, for the 2nd or subsequent violation of ss. 103.64 to 103.82 within 5 years, as measured from the dates the violations initially occurred, may be fined not less than \$250 nor more than \$5,000 for each day of the 2nd or subsequent offense or imprisoned not more than 30 days or both.

(b) In addition to the penalties provided in par. (a), any employer who employs any minor in violation of s. 103.68, or rules of the department shall be liable, in addition to the wages paid, to pay to each minor affected, an amount equal to twice the regular rate of pay as liquidated damages, for all hours worked in violation per day or per week, whichever is greater.

(3) Any parent or guardian who permits a minor under his or her control to be employed or to work in violation of ss. 103.64 to 103.82, or of any order of the department issued under those sections, may be required to forfeit not less than \$10 nor more than \$250 for each day of the first offense and, for the 2nd or subsequent violation of ss. 103.64 to 103.82 within 5 years, as measured from the dates the violations initially occurred, may be required to forfeit not less than \$25 nor more than \$1,000 for each day of the 2nd or subsequent offense.

**History:** 1971 c. 271; 1979 c. 298; 1987 a. 332.

**103.83 Discriminatory acts; employment of minors.** Section 111.322 (2m) applies to discharge and other discriminatory acts against an employee arising in connection with any proceeding to enforce ss. 103.64 to 103.82.

**History:** 1989 a. 228.

**103.85 One day of rest in seven. (1)** Every employer of labor, whether a person, partnership or corporation, who owns or operates any factory or mercantile establishment in this state, shall allow every person, except those specified in sub. (2), employed in such factory or mercantile establishment, at least 24 consecutive hours of rest in every 7 consecutive days and shall not permit any such person to work for such employer during such 24 consecutive hour period, except in case of breakdown of machinery or equipment, or other emergency, requiring the immediate services of experienced and competent labor to prevent serious injury to person, damage to property, or suspension of necessary operations, when such experienced and competent labor is not other-

## Code of Federal Regulations

**29 CFR § 570.71 - Occupations involved in agriculture.**

(a) Findings and declarations of fact as to specific occupations. The following occupations in agriculture are particularly hazardous for the employment of children below the age of 16:

- (1) Operating a tractor of over 20 PTO horsepower, or connecting or disconnecting an implement or any of its parts to or from such a tractor.
- (2) Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines:
  - (i) Corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, or mobile pea viner;
  - (ii) Feed grinder, crop dryer, forage blower, auger conveyor, or the unloading mechanism of a nongravity-type self-unloading wagon or trailer; or
  - (iii) Power post-hole digger, power post driver, or nonwalking type rotary tiller.
- (3) Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines:
  - (i) Trencher or earthmoving equipment;
  - (ii) Fork lift;
  - (iii) Potato combine; or
  - (iv) Power-driven circular, band, or chain saw.
- (4) Working on a farm in a yard, pen, or stall occupied by a:
  - (i) Bull, boar, or stud horse maintained for breeding purposes; or
  - (ii) Sow with suckling pigs, or cow with newborn calf (with umbilical cord present)
- (5) Felling, bucking, skidding, loading, or unloading timber with butt diameter of more than 6 inches.
- (6) Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 20 feet.

(7) Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as a passenger or helper.

(8) Working inside:

(i) A fruit, forage, or grain storage designed to retain an oxygen deficient or toxic atmosphere;

(ii) An upright silo within 2 weeks after silage has been added or when a top unloading device is in operating position;

(iii) A manure pit; or

(iv) A horizontal silo while operating a tractor for packing purposes.

(9) Handling or applying (including cleaning or decontaminating equipment, disposal or return of empty containers, or serving as a flagman for aircraft applying) agricultural chemicals classified under the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 135 et seq.) as Category I of toxicity, identified by the word “poison” and the “skull and crossbones” on the label; or Category II of toxicity, identified by the word “warning” on the label;

(10) Handling or using a blasting agent, including but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps, and primer cord; or

(11) Transporting, transferring, or applying anhydrous ammonia.

(b) Occupational definitions. In applying machinery, equipment, or facility terms used in paragraph (a) of this section, the Wage and Hour Division will be guided by the definitions contained in the current edition of *Agricultural Engineering*, a dictionary and handbook, Interstate Printers and Publishers, Danville, Ill. Copies of this dictionary and handbook are available for examination in Regional Offices of the Wage and Hour Division, U.S. Department of Labor. [35 FR 221, Jan. 7, 1970. Redesignated at 36 FR 25156, Dec. 29, 1971]

## **WHERE TO WRITE FOR VITAL RECORDS (UPDATED OCTOBER 2012)**

### **National Center for Health Statistics**

**Edward J. Sondik, Ph.D., Director**

**Jennifer H. Madans, Ph.D., Acting Co-Deputy Director**

**Michael H. Sadagursky, Acting Co-Deputy Director**

**Jennifer H. Madans, Ph.D., Associate Director for Science  
and Acting Associate Director for Planning, Budget, and  
Legislation**

**Michael H. Sadagursky, Associate Director for Management  
and Operations**

### **Division of Vital Statistics**

**Charles J. Rothwell, Director**

**Delton Atkinson, Deputy Director**

### **Office of Information Services**

**Linda Torian, Acting Director**

## Introduction

As part of its mission to provide access to data and information relating to the health of the Nation, the National Center for Health Statistics produces a number of publications containing reference and statistical materials. The purpose of this publication is solely to provide information about individual vital records maintained only on file in State or local vital statistics offices.

An official certificate of every birth, death, marriage, and divorce should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently either in a State vital statistics office or in a city, county, or other local office.

To obtain a certified copy of any of the certificates, write or go to the vital statistics office in the State or area where the event occurred. Addresses and fees are given for each event in the State or area concerned.

To ensure that you receive an accurate record for your request and that your request is filled expeditiously, please follow the steps outlined below for the information in which you are interested:

- Write to the appropriate office to have your request filled.
  - Under the appropriate office, information has been included for birth and death records concerning whether the State will accept checks or money orders and to whom they should be made payable. This same information would apply when marriage and divorce records are available from the State office. However, it is impossible for us to list fees and addresses for all county offices where marriage and divorce records may be obtained.
  - For all certified copies requested, make check or money order payable for the correct amount for the number of copies you want to obtain. Cash is not recommended because the office cannot refund cash lost in transit.
  - Because all fees are subject to change, a telephone number has been included in the information for each State for use in verifying the current fee.
  - States have provided their home page address for obtaining current information.
  - Type or print all names and addresses in the letter.
  - Give the following facts when writing for birth or death records:
    1. Full name of person whose record is being requested.
    2. Sex.
    3. Parents' names, including maiden name of mother.
    4. Month, day, and year of birth or death.
  - 5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
  - 6. Purpose for which copy is needed.
  - 7. Relationship to person whose record is being requested.
- Give the following facts when writing for marriage records:
    1. Full names of bride and groom.
    2. Month, day, and year of marriage.
    3. Place of marriage (city or town, county, and State).
    4. Purpose for which copy is needed.
    5. Relationship to persons whose record is being requested.
  - Give the following facts when writing for divorce records:
    1. Full names of husband and wife.
    2. Date of divorce or annulment.
    3. Place of divorce or annulment.
    4. Type of final decree.
    5. Purpose for which copy is needed.
    6. Relationship to persons whose record is being requested.

**Alabama**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$15.00	Alabama Center for Health Statistics Alabama Department of Public Health P.O. Box 5625 Montgomery, AL 36103-5625	<p>State office has records since January 1908. Additional copies of the same record ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to <b>State Board of Health</b>. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://adph.org/vitalrecords">http://adph.org/vitalrecords</a>.</p> <p>A signature of the applicant is required.</p>
Marriage	\$15.00	Same as Birth or Death	<p>State office has records since August 1936. Additional copies ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to <b>State Board of Health</b>. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://adph.org/vitalrecords">http://adph.org/vitalrecords</a>.</p> <p>A signature of the applicant is required.</p>
	Varies	See remarks	<p>For marriages prior to August 1936, contact Probate Court in county where license was issued.</p>
Divorce	\$15.00	Same as Birth or Death	<p>State office has records since January 1950. Additional copies ordered at the same time are \$6.00 each.</p> <p>Personal check or money order should be made payable to <b>State Board of Health</b>. To verify current fees, the telephone number is (334) 206-5418. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://adph.org/vitalrecords">http://adph.org/vitalrecords</a>.</p> <p>A signature of the applicant is required.</p>
	Varies	See remarks	<p>For divorces prior to 1950, contact Clerk of Circuit Court in county where divorce was granted.</p>

## Alaska

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$25.00	Bureau of Vital Statistics Department of Health and Social Services 5441 Commercial Boulevard Juneau, AK 99801	State office has records since the 1890's; however, many events before 1930 were never registered with the Bureau. Personal check or money order should be made payable to <b>Bureau of Vital Statistics</b> . To verify current fees, the telephone number is (907) 465-3391. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.hss.state.ak.us/dph/bvs/">http://www.hss.state.ak.us/dph/bvs/</a> .  <b>ALL REQUESTS MUST INCLUDE A COPY OF A PICTURE ID OF THE APPLICANT.</b> Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. Signature under the copied ID is also required.
Heirloom Birth	\$50.00	Same as Birth or Death	Two different heirloom birth certificates by Alaskan artists are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at <a href="http://www.hss.state.ak.us/dph/bvs/">http://www.hss.state.ak.us/dph/bvs/</a> .
Marriage	\$25.00	Same as Birth or Death	State office has records since the 1890's; however, many events before 1930 were never registered with the Bureau.
Heirloom Marriage	\$60.00	Same as Birth or Death	Three different heirloom marriage certificates are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at <a href="http://www.hss.state.ak.us/dph/bvs/">http://www.hss.state.ak.us/dph/bvs/</a> .
Divorce	\$25.00	Same as Birth or Death	State office has records since 1950.
	Varies	See remarks	Clerk of Superior Court in judicial district where divorce was granted. Juneau and Ketchikan (First District), Nome (Second District), Anchorage (Third District), Fairbanks (Fourth District).

## **American Samoa**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death Amendments	\$5.00 \$7.00	American Samoa Government Department of Homeland Security Office of Vital Statistics P.O. Box 6894 Pago Pago, AS 96799	Registrar has birth records since 1890 and death records since 1900. Money order should be made payable to the <b>Office of Vital Statistics/ASG</b> . Personal checks are not accepted. To verify current fees, the telephone numbers are: (684) 633-1405/1406. For Health Information Office, Health and Vital Statistics call (684) 633-4606/2262.  Personal identification is required for verification and a notarized letter before record will be sent.
Marriage	\$5.00	Same as Birth or Death	
Marriage License	\$20.00		
Divorce	\$5.00	High Court of American Samoa American Samoa Government Pago Pago, AS 96799	

## Arizona

Place of event	Cost of copy	Address	Remarks
Birth Death	Varies Varies	Office of Vital Records Arizona Department of Health Services P.O. Box 3887 Phoenix, AZ 85030-3887	<p>State office has records since July 1909 and abstracts of records filed in counties before then.</p> <p>Some county offices in Arizona are able to provide certified copies of birth and death certificates. Please go to <a href="http://www.azdhs.gov">http://www.azdhs.gov</a> for a listing of county offices.</p> <p>The State Office of Vital Records does not accept personal checks. A money order or cashiers check should be made payable to <b>Office of Vital Records</b>. To verify current fees, the telephone number is (602) 364-1300. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.azdhs.gov">http://www.azdhs.gov</a>.</p> <p>Applicants must submit a copy of picture identification or have their request notarized.</p>
Marriage	Varies	See remarks	Clerk of Superior Court in county where license was issued.
Divorce	Varies	See remarks	Clerk of Superior Court in county where divorce was granted.

## Arkansas

Place of event	Cost of copy	Address	Remarks
Birth	\$12.00	Arkansas Dept. of Health Vital Records Section Slot 44 4815 West Markham St. Little Rock, AR 72205	State office has records since February 1914 and some original Little Rock and Fort Smith records from 1881. Additional copies of the same birth record, when requested at the same time, are \$10.00 each. Additional copies of the same death record, when requested at the same time, are \$8.00 each.  Personal check or money order should be made payable to <b>Arkansas Department of Health</b> . To verify current fees, the telephone number is (501) 661-2336. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.healthyarkansas.com">http://www.healthyarkansas.com</a> .  A photo ID of the person requesting the record is required with each application.
Death	\$10.00		
Marriage	\$10.00	Same as Birth or Death	Coupons since 1917. Additional copies of the same marriage record, when requested at the same time, are \$10.00 each.
Marriage (County)	Varies	Same as Birth or Death	Full certified copy may be obtained from County Clerk in county where license was issued.  A certified copy of a marriage coupon may be obtained from the state.
Divorce	\$10.00	Same as Birth or Death	State office has coupons since 1923. Additional copies of the same marriage record, when requested at the same time, are \$10.00 each.
	Varies	See remarks	Full certified copy may be obtained from Circuit or Chancery Clerk in county where divorce was granted.  A certified copy of a divorce coupon may be obtained from the state.

## California

Place of event	Cost of copy	Address	Remarks
Birth Death Fetal Death	\$18.00 \$14.00 \$11.00	CA Dept. of Public Health - Vital Records MS: 5103 P.O. Box 997410 Sacramento, CA 95899-7410	<p>The State office has records since July 1905. For earlier records, contact the County Recorder in the county where the event occurred.</p> <p>A personal check or money order should be made payable to <b>CDPH Vital Records</b>. Please do not send cash. To verify current fees, the telephone number is (916) 445-2684. This is a recorded message. Information on how to obtain certified copies is also available via the California Department of Public Health website at: <a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx</a>.</p> <p><b>BIRTH AND DEATH RECORDS:</b> In order to obtain a Certified Copy, you <b>MUST</b> complete the sworn statement included with the certificate application form, sign the statement under penalty of perjury, and your sworn statement must be notarized. If your request indicates that you want a Certified <b>Informational</b> Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.</p> <p>If you request a Certified <b>Informational</b> Copy of the record, a notarized sworn statement is not required. Please refer to the CDPH website for further information about Informational copies</p>
Marriage (State)	\$14.00	Same as Birth or Death	<p>State office only has indexes for public marriage certificates that occurred from 1949-1986 and 1998-1999. For all other years, contact the County Recorder in the county where the event occurred; for confidential marriages, contact the County Clerk where the marriage license was issued.</p> <p>Information on how to obtain a marriage certificate, as well as information about current processing times, is available via the California Department of Public Health website at: <a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx</a>.</p> <p>In order to obtain a Certified Copy, you <b>MUST</b> complete the sworn statement included with the marriage certificate application form, sign the</p>

**CALIFORNIA**

Place of event	Cost of Copy	Address	Remarks
Marriage (County)	Varies	See remarks	<p>statement under penalty of perjury, and your sworn statement must be notarized. If your request indicates that want a Certified Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.</p> <p>If you request a Certified <b>Informational</b> Copy of the record, a notarized sworn statement is not required. Please refer to the CDPH website for further information about Informational copies.</p> <p>Contact the County Recorder (for public marriages) or County Clerk (for confidential marriages) in the county where the license was issued. Contact information is available via the California Department of Public Health website at: <a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx</a>.</p>
Divorce (State) Certificates of Record only	\$13.00	Same as Birth or Death	<p>A Certificate of Record includes only the names of the parties to the divorce, the county where the divorce was filed, and the court case number – It is not a certified copy of the divorce decree and does not indicate whether the divorce was finalized in court. The Office of Vital Records only as information for divorces that were filed with the court between 1962 and June 1984, and the processing times may exceed six months. For all other years or for a copy of the decree, contact the Superior Court in the county where the event occurred. Information on how to obtain a divorce record, as well as current processing times, is available via the California Department of Public Health website: <a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofMarriageandDivorceRecords.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofMarriageandDivorceRecords.aspx</a>.</p>
Divorce (County) Decrees	Varies	See remarks	<p>Contact the Clerk of Superior Court in county where the divorce was granted. Contact information is available via the Department of Public Health website at: <a href="http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofMarriageandDivorceRecords.aspx">http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CertifiedCopiesofMarriageandDivorceRecords.aspx</a>.</p>

**Canal Zone**(Effective  
December 1, 1999)

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$30.00	Vital Records Section Passport Services U.S. Department of State 1111 19th Street NW Suite 510 Washington, DC 20522-1705	<p>Records available from May 1904 to September 1979. Additional copies of the same record requested at the same time are \$20.00 each.</p> <p>Personal check or money order must be signed, dated and made payable to <b>U.S. Department of State</b>. Remittance must be payable in U.S. dollars through a U.S. Bank. No credit cards or cash accepted. Telephone or facsimile requests are not accepted. To verify current fees, the telephone number is (202) 955-0307.</p> <p>A signed and notarized written request must be submitted along with a copy of the requester's valid photo identification.</p>
Marriage	\$30.00	Same as Birth or Death	Records available from May 1904 to September 1979.

## Colorado

Place of event	Cost of copy	Address	Remarks
Birth	\$17.75	Vital Records Section CO Department of Public Health and Environment 4300 Cherry Creek Drive South HSVRD-VS-A1 Denver, CO 80246-1530	State office has birth records since 1910 and death records since 1900. Additional copies of the same birth record ordered at the same time are \$10.00 each. Additional copies of the same death record ordered at the same time are \$13.00 each.
Death	\$20.00		
			<p>Personal check or money order should be made payable to <b>Vital Records Section</b>. To verify current fees, the telephone number is (303) 692-2200. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.cdphe.state.co.us/certs/index.html">http://www.cdphe.state.co.us/certs/index.html</a>.</p> <p>A request for a birth or death record must be accompanied by a photo copy of the requestor's identification before processing.</p>
Marriage	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Fee for verification is \$17.00.
	Varies	See remarks	Copies available from County Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Fee for verification is \$17.00.
	Varies	See remarks	Copies available from Clerk of District Court in county where divorce was granted.

## Connecticut

Place of event	Cost of copy	Address	Remarks
<u>State issued:</u>			
Birth	\$30.00	CT Dept. of Public Health 410 Capitol Ave, MS #11 VRS Hartford, CT 06134	Requests for certified copies of birth should be submitted to the vital records office in the city/town where the person was born, or where the mother lived at the time of the birth. Requests for certified copies of birth and death certificates may also be submitted to the State Vital Records Office.
Death	\$20.00	Same as Birth	
Marriage	\$20.00	Same as Birth	
Civil Union	\$20.00	Same as Birth	A copy of a valid, government issued photographic identification such as a driver's license, must be submitted with any request for a birth certificate.
<u>City/Town issued:</u>			
Birth	\$20.00	See remarks	If a photo ID is not available, photocopies of two alternative forms of identification may be accepted.
Death	\$20.00	See remarks	
Marriage	\$20.00	See remarks	For additional details about ordering vital records from CT, please refer to the CT Department of Public Health (DPH) website at <a href="http://www.ct.gov/dph">http://www.ct.gov/dph</a> "Vital Records" or contact a Customer Service Representative at (806) 509-7897 between 12:00 and 4:00 pm EST.
Civil Union	\$20.00	See remarks	Payment for requests sent to the town of the vital event must be in the form of a check or money order made payable to the respective town or city. Requests sent to the State Vital Records Office require a postal money order made payable to the <b>Treasurer, State of Connecticut</b> .
			Refer to the CT DPH website above for town contact information via a link to a listing of the CT Town Clerk and Registrar Directory.
			Requests for certified copies of a marriage or civil union certificate may be submitted to the city/town where the marriage or civil union ceremony took place, to the town in which either of the parties resided at the time of the marriage or civil union, or to the State Vital Records Office.
Dissolution of Marriage or Civil Union		See remarks	Applicant must contact the Clerk of Superior Court where the dissolution of marriage/civil union was granted. The State Office of Vital Records does not have dissolution decrees and cannot issue certified copies.

## Delaware

Place of event	Cost of copy	Address	Remarks
Birth	\$25.00	Office of Vital Statistics Division of Public Health	State office has birth records since 1938. For previous years, write to Archives Hall of Records, Dover, DE 19901.
Death	\$25.00	417 Federal Street Dover, DE 19901	A photo identification is <b>REQUIRED</b> for all transactions. If submitting by mail, a copy of <b>ID IS REQUIRED</b> .  Personal check or money order should be made payable to <b>Office of Vital Statistics</b> . To verify current fees, the telephone number is (302) 744-4549. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html">http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html</a> .
Marriage	\$25.00	Same as Birth or Death	Records since 1969.
Divorce	\$25.00	Same as Birth or Death	Records since 1935. Inquiries will be forwarded to appropriate office. Certified copies are not available from the Office of Vital Statistics.
		See remarks	Prothonotary in county where divorce was granted up to 1975. For divorces granted after 1975, the parties concerned should contact Family Court in county where divorce was granted. Certified copies are not available from the State office.

## ***District of Columbia***

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth Death	\$23.00 \$18.00	Vital Records Division 899 North Capitol Street NE 1st Floor Washington, DC 20002	Office has birth and death records since August 1874.  Personal check or money order should be made payable <b>to DC Treasurer</b> . A copy of a government issued picture identification must accompany each request. To verify current fees and obtain general information, the telephone number (202) 671-5000. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dchealth.dc.gov">http://www.dchealth.dc.gov</a> .
Marriage	\$10.00	DC Superior Court 500 Indiana Avenue, NW Room 4485 Washington, DC 20001	Marriage information telephone number: 202-879-4840.
Divorce	\$6.50	DC Superior Court 500 Indiana Avenue, NW Room 4335 Washington, DC 20001	Records since September 16, 1956. Divorce information telephone number: 202-879-1261.
Divorce	Varies	Clerk, U.S. District Court for the District of Columbia Washington, DC 20001	Records before September 16, 1956.

## Florida

Place of event	Cost of copy	Address	Remarks
Birth Death	\$9.00 \$5.00	Department of Health Bureau of Vital Statistics P.O. Box 210 1217 Pearl Street (Zip 32202) Jacksonville, FL 32231-0042	<p>State office has some birth records dating back to April 1865. The majority of records date from January 1917. (If the exact date is unknown, the fee is \$9.00 (births) or \$5.00 (deaths) for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one certification of record if found or statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.</p> <p>Personal check or money order should be made payable to <b>Bureau of Vital Statistics</b>. To verify current fees, please visit our website at <a href="http://www.floridavitalstatisticsonline.com">http://www.floridavitalstatisticsonline.com</a> or call our telephone number (904) 359-6900. This is a recorded message.</p> <p>All letters or applications for birth and death must include the signature and relationship/eligibility stated, and a copy of a valid <b>PICTURE ID</b> (Driver's License, Passport, Military ID, or State Identification card) of the applicant.</p> <p>If requesting cause of death, you must also include a copy of a valid <b>PICTURE ID</b> (Driver's License, Passport, Military ID, or State Identification card) of the applicant.</p> <p>Birth records and cause-of-death information in Florida are confidential by law. Please visit our website for information on eligibility.</p> <p>A self-addressed stamped envelope is appreciated.</p>
Marriage	\$5.00	Same as Birth or Death	Records since June 6, 1927. (If the exact date is unknown, the fee is \$5.00 for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one copy of record if found or certified statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.
Divorce	\$5.00	Same as Birth or Death	Records since June 6, 1927. If the exact date is unknown, the fee is \$5.00 for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one copy of record if found or certified statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.

## Georgia

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$25.00	GA Dept. of Public Health Vital Records 2600 Skyland Drive, NE Atlanta, GA 30319-3640	<p>State office has records since January 1919. For earlier birth records in Atlanta or Savannah or other cities or counties, write to the Vital Records Office in the county where the event occurred. For earlier death records write to the Vital Records Office in the county where the event occurred.</p> <p>Additional copies of the same record ordered at the same time are \$5.00.</p> <p>A certified check or money order should be made payable to <b>George Department of Public Health</b>. To verify current fees, the telephone number is (404) 679-4702. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://health.state.ga.us/programs/vitalrecords/">http://health.state.ga.us/programs/vitalrecords/</a>.</p> <p>The requestor must provide a copy of a valid government- issued photo ID.</p>
Marriage	\$10.00	Same as Birth or Death	<p>Centralized State records since June 9, 1952. Certified copies of marriage from June 9, 1952 to 1996 are issued at the State office. All other years contact the Probate Judge in the county where the license was issued.</p> <p>See "County Directories" at <a href="http://sos.georgia.gov/cgi-bin/OfficialDirectoryIndex.asp">http://sos.georgia.gov/cgi-bin/OfficialDirectoryIndex.asp</a> for information about how to contact probate courts.</p>
Divorce (State)	\$10.00 for verification letter which verifies date and county of divorce.	See remarks	<p>Certified copies of divorce records are not issued at the State office. Contact the Clerk of Superior Court where the divorce was granted for certified copies.</p> <p>See "County Directories" at <a href="http://sos.georgia.gov/cgi-bin/OfficialDirectoryIndex.asp">http://sos.georgia.gov/cgi-bin/OfficialDirectoryIndex.asp</a> for information about how to contact clerks of Superior Court.</p>

## Guam

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$5.00	Office of Vital Statistics P.O. Box 2816 Hagatna, Guam 96932	Office has records since October 16, 1901.  Money order should be made payable to <b>Treasurer of Guam</b> . Personal checks are not accepted. To verify current fees, the telephone number is 671-735-7292.
Marriage	\$5.00	Same as Birth or Death	
Divorce	Varies	Clerk, Superior Court of Guam Guam Judicial Center 120 West O'Brian Drive Hagatna, Guam 96910	

**Hawaii**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$10.00	State Department of Health Office of Health Status Monitoring Insurance/Vital Statistics Section P.O. Box 3378 Honolulu, HI 96801	State office has some records as early as 1853. Additional copies ordered at the same time are \$4.00 each.  Cashiers check, certified check, or money order should be made payable to <b>State Department of Health</b> . Personal checks are not accepted. To verify current fees, the telephone number is (808) 586-4533. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://hawaii.gov/health/vital-records/vital-records">http://hawaii.gov/health/vital-records/vital-records</a> .
Marriage	\$10.00	Same as Birth or Death	
Divorce	\$10.00	Same as Birth or Death	Records since July 1951-December 2002. From January 2003, divorce records are available only through the county circuit court.
	Varies	See remarks	Circuit Court in county where divorce was granted.

**Idaho**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth Death	\$13.00 \$14.00 Computer generated	Vital Records Unit Bureau of Vital Records and Health Statistics P.O. Box 83720 Boise, ID 83720-0036	The state office has records since July 1911. Also, some birth records before 1911. For records from 1907 to 1911, write to the County Recorder in the county where the event occurred. Birth records at the state office are legally confidential for 100 years and death records are legally confidential for 50 years.
Birth Death	\$18.00 \$19.00 Photostatic copy		<p>Personal check or money order should be made payable to <b>Idaho Vital Records</b>. To verify current fees, the telephone number is (208) 334-5988. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.healthandwelfare.idaho.gov">http://www.healthandwelfare.idaho.gov</a>.</p> <p>Applicants must provide a government-issued photo identification with a signature. If this is not available, the applicant must provide a copy of two forms of identification with one having a signature.</p>
Marriage	\$13.00 Computer generated  \$18.00 Photostatic copy	Same as Birth or Death	<p>The state office has records since May 1947. Earlier records are with the County Recorder in the county where the license was issued. Records at the state office are legally confidential for 50 years.</p> <p>Personal check or money order should be made payable to <b>Idaho Vital Records</b>. To verify current fees, the telephone number is (208) 334-5988. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.healthandwelfare.idaho.gov">http://www.healthandwelfare.idaho.gov</a>.</p> <p>Applicants must provide a government issued photo identification with a signature. If this is not available, the applicant must provide a copy of two other forms of identification with one having a signature</p>
	Varies	See remarks	County Recorder in county where license was issued.

**IDAHO**

Place of event	Cost of copy	Address	Remarks
Divorce (Computer generated)	\$13.00	Same as Birth or Death	The state office has records since May 1947. Only a Certificate of Divorce is available from 1950 to present. Records prior to May 1947 are with the Clerk of the Court in the county where the divorce was granted. Records at the state office are legally confidential for 50 years.
(Photostatic copy)	\$18.00		<p>Personal check or money order should be made payable to <b>Idaho Vital Records</b>. To verify current fees, the telephone number is (208) 334-5988. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.healthandwelfare.idaho.gov">http://www.healthandwelfare.idaho.gov</a>.</p> <p>Applicants must provide a clear and readable copy of both sides of their current driver’s license or other current government issued identification with signature. If this is not available, the applicant must either provide a clear and readable copy of both sides of two other forms of current identification with a signature or have their request notarized</p>
	Varies	See remarks	A full certified copy of the divorce decree is available from the Clerk of the Court in the county where the divorce was granted.

## Illinois

Place of event	Cost of copy	Address	Remarks
Birth	\$15.00 certified copy \$10.00 certification	Division of Vital Records Illinois Department of Public Health 925 E Ridgely Avenue Springfield, IL 62702	State office has records since January 1916. For earlier records and for copies of State records since January 1916, write to County Clerk in county where event occurred (county fees vary). Genealogical (uncertified) copies are available from the State for death records 20 years or older for \$10.00. Additional certified copies of the same birth record ordered at the same time are \$2.00 each. Additional genealogical copies of the same record ordered at the same time are \$2.00 each. Additional certified copies of the same death record ordered at the same time are \$4.00 each.  Personal check or money orders should be made payable to <b>Illinois Department of Public Health</b> . To verify current fees, the telephone number is (217) 782-6553. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.idph.state.il.us">http://www.idph.state.il.us</a> .
Death	\$19.00 certified copy \$10.00 genealogical copy		
Marriage	\$5.00	Same as Birth or Death	Marriage Index since January 1962. Selected items may be verified (fee \$5.00). Certified copies are NOT available from State office.  For certified copies, write to the County Clerk in county where license was issued.
Divorce	\$5.00	Same as Birth or Death	Divorce Index since January 1962. Selected items may be verified (fee \$5.00). Certified copies are NOT available from State office.  For certified copies, write to the Clerk of Circuit Court in county where divorce was granted.

## Indiana

Place of event	Cost of copy	Address	Remarks
Birth Death	\$10.00 \$8.00	Vital Records Indiana State Department of Health P.O. Box 7125 Indianapolis, IN 46206-7125	<p>State office birth records begin in October 1907 and death records since January 1900. Additional copies of the same birth or death record ordered at the same time are \$4.00 each. For earlier records, write to Health Officer in city or county where event occurred.</p> <p>Personal check or money order should be made payable to <b>Indiana State Department of Health</b>. To verify current fees, the telephone number is (317) 233-2700. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.in.gov/isdh/index.htm">http://www.in.gov/isdh/index.htm</a>.</p> <p>Applicant must provide a photocopy of a valid identification with picture and signature along with the application. Proof of relationship may be required.</p>
Marriage (State)	\$8.00	Same as Birth or Death	<p>State office retain index for marriages since 1958. Certified copies of Record of Marriage are available from the state. However, certified copies of Marriage Certificates are only available from county Clerk of Circuit Court or Clerk of Superior Court in the county where event occurred.</p>
	Varies	See remarks	<p>Clerk of Circuit Court or Clerk of Superior Court in county where license was issued.</p>
Divorce	Varies	See remarks	<p>County Clerk in county where divorce was granted.</p>

**Iowa**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$15.00	Iowa Department of Public Health Bureau of Vital Records Lucas Office Building 1 <sup>st</sup> Floor 321 East 12th Street Des Moines, IA 50319-0075	State office has records since July 1880.  Personal check or money order should be made payable to <b>Iowa Department of Public Health</b> . To verify current fees, the telephone number is (515) 281-4944. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.idph.state.ia.us/">http://www.idph.state.ia.us/</a> .  Applicants for all records must provide a photo identification when applying in person. Written applications must include a clear photo copy of a current government issued ID and applicant's notarized signature.
Marriage	\$15.00	Same as Birth or Death	State office has records since July 1880.
Divorce	See remarks	Same as Birth or Death	Brief statistical record only since 1906. Inquiries will be forwarded to appropriate office. Certified copies are not available from State Health Department.
	\$6.00	See remarks	Clerk of District Court in county where divorce was granted.

## Kansas

Place of event	Cost of copy	Address	Remarks
Birth	\$15.00	Office of Vital Statistics Curtis State Office Building 1000 SW Jackson Street Suite 120 Topeka, Kansas 66612-2221	State office has records since July 1911. For earlier records, write to County Clerk in county where event occurred. Additional copies of the same record ordered at the same time are \$15.00 each.
Death	\$15.00		
			<p>Personal check or money order should be made payable to <b>Vital Statistics</b>. To verify current fees, the telephone number is (785) 296-1400. This is a recorded message with the option to speak with a Customer Service Representative. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.kdheks.gov/vital">http://www.kdheks.gov/vital</a>.</p> <p>The applicant <b>MUST</b> include a copy of a photo ID and a handwritten signature with the request.</p>
Marriage	\$15.00	Same as Birth or Death	State office has records since May 1913. Additional copies of the same record ordered at the same time are \$7.00 each.
	Varies	See remarks	Write to: District Judge in county where license was issued.
Divorce	\$15.00	Same as Birth or Death	State office has records since July 1951. Additional copies of the same record ordered at the same time are \$7.00 each.
	Varies	See remarks	Write to: Clerk of District Court in county where divorce was granted.

## Kentucky

Place of event	Cost of copy	Address	Remarks
Birth	\$10.00	Office of Vital Statistics Department for Public Health Cabinet for Health and Family Services 275 East Main Street 1E-A Frankfort, KY 40621-0001	State office has records since January 1911.
Death	\$6.00		Personal check or money order should be made payable to <b>Kentucky State Treasurer</b> . To verify current fees, the telephone number is (502) 564-4212. Information on how to obtain certified copies is also available via the Internet at <a href="http://chfs.ky.gov/dph/vital/">http://chfs.ky.gov/dph/vital/</a> .
Stillbirth	\$6.00	Same as Birth or Death	State office has records since January 1911.  Personal check or money order should be made payable to <b>Kentucky State Treasurer</b> . To verify current fees, the telephone number is (502) 564-4212. Information on how to obtain certified copies is also available via the Internet at <a href="http://chfs.ky.gov/dph/vital/">http://chfs.ky.gov/dph/vital/</a> .
Marriage	\$6.00	Same as Birth and Death	Records since June 1958.
	Varies	See remarks	Clerk of County Court in county where license was issued.
Divorce	\$6.00	Same as Birth or Death	Records since June 1958.
	Varies	See remarks	Clerk of Circuit Court in county where decree was issued.

## Louisiana

Place of event	Cost of copy	Address	Remarks
Birth (long form)	\$15.50	Office of Public Health Vital Records Registry P.O. Box 60630 New Orleans, LA 70160	State office has birth records for 100 years past date of birth and deaths records for 50 years past the date of death. To obtain current information on who may obtain a record, how to submit a request and an official request form, click on at <a href="http://vitalrecords.dhh.la.gov/">http://vitalrecords.dhh.la.gov/</a> .
Birth (short form)	\$9.50		
Death	\$7.50		
Marriage Orleans Parish Only	\$5.50	Same as Birth or Death	Older records are available through the Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804.  To obtain current information on how to submit a request for a certified copy of Orleans Parish marriage record less than 50 years old and a request form, click on <a href="http://vitalrecords.dhh.la.gov/">http://vitalrecords.dhh.la.gov/</a> .  Certified copies for other parishes are issued by Clerk of Court in the parish where the marriage license was issued.  Marriage records over 50 years are stored by the Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804.
Other Parishes	Varies	See remarks	Certified copies are issued by Clerk of Court in the parish where the marriage license was issued.
Divorce All Parishes	Varies	See remarks	Certified copies are issued by Clerk of Court in the parish where the divorce was granted.

## Maine

Place of event	Cost of copy	Address	Remarks
Birth or Death	Certified \$15.00 Non-Certified \$10.00	Maine CDC vital records office Department of Health and Human Services 244 Water Street #11 State House Station Augusta, ME 04333-0011	<p>State office has records since 1923. Records for 1892 to 1922 are available at the Maine State Archives (207) 287-5795. For earlier records, write to the municipality where the event occurred. Additional copies of same record ordered at same time are \$6.00 each.</p> <p>To purchase a certified copy, the request must include proof of identification (valid photo IDs such as a driver's license, passport, or other government-issued photo identification) and proof of lineage, if possible.</p> <p>Personal check or money order should be made payable to <b>Treasurer, State of Maine</b>. To verify current fees, the telephone number is (207) 287-3181, or toll-free at 1-888-664-9491. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.state.me.us">http://www.state.me.us</a>.</p>
Marriage	\$15.00	Same as Birth or Death	Same as Birth or Death.
Divorce	\$15.00	Same as Birth or Death	Same as Birth or Death.
Divorce	Varies	See remarks	Clerk of District Court in judicial division where divorce was granted.

## Maryland

Place of event	Cost of copy	Address	Remarks
Birth	\$24.00	Division of Vital Records Department of Health and Mental Hygiene 6550 Reisterstown Road P.O. Box 68760 Baltimore, MD 21215-0036	State office has records since August 1898. Records for City of Baltimore are available from January 1875. Fee for Commemorative Birth Certificate is \$30.00.
Death	\$12.00		For genealogical studies, you must apply through the Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401, (410) 260-6400.  Personal check or money order should be made payable to <b>Division of Vital Records</b> . To verify current fees, the telephone number to contact is (410) 764-3038. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.vsa.state.md.us">http://www.vsa.state.md.us</a>
Marriage (State, county)	\$12.00	Same as Birth or Death	Records since January 1990. Clerk of Circuit Court in county where license was issued or Clerk of Court of Common Pleas of Baltimore City (for licenses issued in City of Baltimore).
Divorce (State, county) Verification only	12.00	Same as Birth or Death	Records since January 1992. Certified divorce decrees may be obtained through the Clerk of Circuit Court in the city/county where the divorce was granted. Some items may be verified.

## Massachusetts

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$18.00 (In person) \$28.00 (Mail request) \$3.00 (State Archives)	Registry of Vital Records and Statistics 150 Mount Vernon Street 1 <sup>st</sup> Floor Dorchester, MA 02125-3105	<p>State office has no records previous to 1916. For earlier records, write to The Massachusetts Archives at Columbia Point, 220 Morrissey Boulevard, Boston, MA 02125 (617) 727-2816.</p> <p>Personal check or money order should be made payable to <b>Commonwealth of Massachusetts</b>. To verify current fees, the telephone number is (617) 740-2600. This is a recorded message.</p> <p>Information on how to obtain certified copies is also available via the Internet at <a href="http://www.state.ma.us/dph/bhsre/rvr/vrcopies.htm">http://www.state.ma.us/dph/bhsre/rvr/vrcopies.htm</a></p>
Marriage	Same as Birth or Death	Same as Birth or Death	Records since 1916.
Divorce	No Fee	Same as Birth or Death	Index only since 1952. Inquirer will be directed where to send request. Certified copies are not available from State office.
Divorce	Varies	See remarks	Registrar of Probate Court in county where divorce was granted.

## Michigan

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$26.00	Vital Records Request P.O. Box 30721 Lansing, MI 48909	<p>State office has records of births and deaths that occurred and were filed with the state since 1867. Some of the records (especially pre-1906 births and pre-1897 deaths) were not filed with the state.</p> <p>Personal check or money order should be made payable to <b>State of Michigan</b>. Fees are \$26.00 for the search and first certified copy of any birth, death, marriage, divorce or Affidavit of Parentage. Exception is Senior Citizen (\$7.00) requesting their own birth record. Additional copies of any record are \$12.00 each. To verify current fees, the telephone number is (517) 335-8656. This is a recorded message. To speak to a customer service representative, the telephone number is (517) 335-8666. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.michigan.gov/mdch">http://www.michigan.gov/mdch</a>.</p> <p>Michigan birth records are restricted documents and are available only to eligible individuals. A photocopy of an eligible individual's photo identification (state driver's license, state personal ID card, Military ID, etc.) is required to be sent in, along with the signed application and appropriate fee.</p> <p>Copies of records may also be obtained from the County Clerk in county where event occurred. Fees vary from county to county. Records of Detroit births occurring since 1893 and deaths since 1897 may be obtained from the city of Detroit Health Department.</p>
Marriage	\$26.00	Same as Birth or Death	Records since 1867. Some marriages (especially pre-1926) were not filed with the state.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$26.00	Same as Birth or Death	Records since 1897. Some divorces (especially pre-1924) were not filed with the state.
	Varies	See remarks	County Clerk in county where divorce was granted.

## Minnesota

Place of event	Cost of copy	Address	Remarks
Birth	\$26.00	MN Department of Health Central Cashiering – Vital Records P.O. Box 64499 St. Paul, MN 55164	Office of the State Registrar has birth records on file from January 1900 to current and death records on file from January 1908 to current. Copies of earlier records may be obtained from Local Registrar in county where event occurred.
Death	\$13.00		
			<p>Personal check or money order should be made payable to <b>Minnesota Department of Health</b>. To verify current fees, the telephone number is (651) 201-5970. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a>. Any questions in regards to obtaining a certified copy, the telephone number is (651) 201-5980. An application and credit card information and also be faxed to (651) 201-5980.</p>
Marriage	See remarks		Marriage records are not recorded at the state level.
	\$9.00	See remarks	Local Registrar in county where license was issued. Additional copies of the marriage record when ordered at the same time are \$2.00 each.
Divorce	See remarks		Divorce records are not recorded at the state level.
	\$10.00	See remarks	Court Administrator in county where divorce was granted.

## Mississippi

Place of event	Cost of copy	Address	Remarks
Birth and Death	\$15.00	Mississippi Vital Records State Department of Health P.O. Box 1700 Jackson, MS 39215-1700	<p>State office has records since November 1, 1912. Additional copies of same record ordered at the same time are \$5.00 each. Personal check, bank or postal money order or bank cashier's check are accepted and should be made payable to <b>Mississippi State Department of Health.</b></p> <p>A copy of a valid photo ID for the applicant is required.</p> <p>To verify current fees, the telephone number is (601) 576-7981. A recorded message may be reached on (601) 576-7450. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.msdh.state.ms.us">http://www.msdh.state.ms.us</a>.</p>
Marriage	\$15.00	Same as Birth or Death	<p>Statistical records only from January 1, 1926 to July 1, 1938, and since January 1942.</p> <p>Additional copies of the same record ordered at the same time are \$5.00.</p>
Marriage (County)	Varies	See remarks	Circuit Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Records since January 1926. Certified copies are not available from State office. Index search only available at \$15.00 for each 5-year increment. Book and page number for county record provided.
Divorce	Varies	See remarks	Chancery Clerk in county where divorce was granted.

## Missouri

Place of event	Cost of copy	Address	Remarks
Birth Death	\$15.00 \$13.00	Missouri Department of Health and Senior Services Bureau of Vital Records 930 Wildwood P.O. Box 570 Jefferson City, MO 65102-0570	<p>State office has records since January 1910. Certified copies of most Missouri birth and death records are also available from local county health department or the St. Louis City or Kansas City Health Departments. For details, please contact these offices directly. If event occurred in St. Louis (City), St. Louis County, or Kansas City before 1910, write to the City or County Health Department. Copies of these records are \$13.00 each.</p> <p>Additional copies of the same death record ordered at the same time are \$10.00 each.</p> <p>Personal check or money order should be made payable to <b>Missouri Department of Health and Senior Services</b>. Please include a legal size self-addressed stamped envelope. To verify current fees on birth and death records, the telephone number is (573) 751-6387. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dhss.mo.gov">http://www.dhss.mo.gov</a>.</p> <p>A valid photo ID is required for walk-in applicants. A signature is required. Notarized requests are required for mail-in orders.</p>
Marriage	\$15.00	See remarks	<p>Reports of marriage records are on file from July 1948 to the present. Recorder of Deeds in county where license was issued.</p> <p>Certified copies of Missouri marriage records are also available from the county recorder of deeds in which the marriage occurred. For details, please contact these offices directly.</p> <p>Personal check or money order should be made payable to <b>Missouri Department of Health and Senior Services</b>. Please include a self-addressed stamped envelope. To verify current fees on marriage records, the telephone number is (573) 751-6387. Information on how to obtain certified copies is also available via the <a href="#">Missouri Department of Health and Senior Services, Vital Records website</a>.</p>

A valid photo ID is required for walk-in applicants. A signature is required. Notarized requests are required for mail-in orders

Divorce                      \$15.00                      See remarks

Reports of divorce records are on file from July 1948 to the present.

Certified copies of Missouri divorce records are also available from the Clerk of the Circuit Court in the county where the divorce was granted. For details, please contact these offices directly. Certified copies of reports of divorce records are \$15.00 each.

Personal check or money order should be made payable to **Missouri Department of Health and Senior Services**. Please include a self-addressed stamped envelope. To verify current fees on divorce records, the telephone number is (573) 751-6387. Information on how to obtain certified copies is also available via the [Missouri Department of Health and Senior Services, Vital Records website](#).

A valid photo ID is required for walk-in applicants. A signature is required. Notarized requests are required for mail-in orders



## Montana

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$12.00	Office of Vital Statistics MT Dept of Public Health and Human Services 111 N Sanders, Rm. 209 P.O. Box 4210 Helena, MT 59604	<p>State office has records since late 1907. Additional copies of the same record requested at the same time are \$5.00.</p> <p>Applicants <b>MUST</b> provide a clear and readable copy of both sides of their current driver's license or other current government issued identification with signature. If this is not available, the applicant must either provide a clear and readable copy of two other forms of current identification with one having a signature or have their request notarized.</p> <p>Personal check or money order should be made payable to <b>Montana Vital Records</b>. To verify current fees, the telephone number is 1-(406) 444-2685. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dphhs.mt.gov">http://www.dphhs.mt.gov</a>.</p>
Marriage	See remarks	Same as Birth or Death	Indexes to locate marriage license since July 1943. Certified copies are not available from State Office. Fee for search and verification of essential facts of marriage is \$10.00. Apply to Clerk of District Court where marriage license was purchased if known.
	Varies	See remarks	Clerk of District Court in county where marriage license was purchased.
Divorce	See remarks	Same as Birth or Death	Indexes to locate divorce decrees since July 1943. Certified copies are not available from State Office. Fee for search and verification of essential facts of divorce is \$10.00. Apply to Clerk of District Court where divorce was granted if known.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.

## Nebraska

Place of event	Cost of copy	Address	Remarks
Birth	\$12.00	Vital Records Office	State office has records since late 1904. If birth or death occurred before then, write the State office for information.
Death	\$11.00	1033 O Street, Suite 130 P.O. Box 95065 Lincoln, NE 68509-5065	
			Personal check or money order should be made payable to <b>Vital Records Office</b> . To verify current fees, the telephone number is (402) 471-2871. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dhhs.ne.gov/publichealth/pages/vitalrecords.aspx">http://www.dhhs.ne.gov/publichealth/pages/vitalrecords.aspx</a> .
			All requests must include a photocopy of the requestor's valid government- issued photo identification, i.e., valid driver's license, valid State ID card, valid passport or visa.
Marriage	\$11.00	Same as Birth or Death	Records since January 1909.
	Varies	See remarks	County Court in county where license was issued.
Divorce	\$11.00	Same as Birth or Death	Records since January 1909.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.

## Nevada

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$20.00	Office of Vital Records 4150 Technology Way Suite 104 Carson City, NV 89706	<p>State office has records since July 1911. For earlier records, write to County Recorder in county where event occurred.</p> <p>Personal check or money order should be made payable to <b>Office of Vital Records</b>. To verify current fees, the telephone number is (775) 684-4242. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://health.nv.gov/VS.htm">http://health.nv.gov/VS.htm</a>.</p> <p>The applicant <b>MUST</b> include a copy of a photo ID with the request.</p>
Marriage	See remarks	Same as Birth or Death	Indexes since January 1968. Certified copies are not available from State Health Division. Inquiries will be forwarded to appropriate office.
	Varies	See remarks	County Recorder in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Indexes since January 1968. Certified copies are not available from State Health Division. Inquiries will be forwarded to appropriate office.
	Varies	See remarks	County Clerk in county where divorce was granted.

## **New Hampshire**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$15.00	Division of Vital Records Administration Archives Building 71 South Fruit Street Concord, NH 03301-2410	<p>State office has records since 1640. Copies of records may be obtained from State office or from City or Town Clerk in place where event occurred or the license was registered. Recent records (birth since 1983, death since 1990, and marriage since 1989) may be obtained from ANY City or Town running the Vital Records Automated software called NHVRIN.</p> <p>Additional copies ordered at the same time are \$10.00 each.</p> <p>Applicant must submit a written request and a photo ID with signature of the requestor or notarized assignment of access from registrant authorizing non-direct or tangibly related individual access and a self-addressed stamped envelope.</p> <p>Personal check or money order should be made payable to <b>Treasurer, State of New Hampshire</b>. To verify current fees, the telephone number is (603) 271-4654. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.sos.nh.gov/vitalrecords">http://www.sos.nh.gov/vitalrecords</a>.</p>
Marriage	\$15.00	Same as Birth or Death	State Office has records since 1640.
	\$15.00	See remarks	Town Clerk in town where license was issued.
Divorce	\$15.00	Same as Birth or Death	Records since 1808.
	Varies	See remarks	Clerk of Superior/Family Division Court in the county where divorce was granted.

## New Jersey

Place of event	Cost of copy	Address	Remarks
Birth, Death, Marriage, Civil Union or Domestic Partnership (State)	\$25.00	See remarks	<p>The State Office of Vital Statistics and Registry maintains records from 1901 to present. For older records, please see information for the State Archives at the bottom of the page.</p> <p>All requests must include a copy of the requestor's valid identification, payment of the appropriate fee and proof of relationship to the individual listed on the vital record, if ordering a certified copy.</p> <p>The State or local Registrar may issue a certified copy of a vital record only to persons who establish themselves as the subject of the vital record, the subject's parent, legal guardian or legal representative, spouse, child, grandchild or sibling, if of legal age, to a State or Federal agency for official purposes, pursuant to court order or under other emergent circumstances as determined by the Commissioner. All other applicants will be issued a Certification that state the document is not for identification or legal purposes.</p> <p>Additional copies of the same record ordered at the same time are \$2.00 each.</p> <p>Please visit the New Jersey Vital Statistics website for the most up to date information regarding ordering options and information. The website address is <a href="http://www.state.nj.us/health/vital">www.state.nj.us/health/vital</a> or call toll-free at 1-866-649-8726.</p>
Genealogical Birth, Marriage, or Death	\$10.00	New Jersey State Archives 225 West State Street P.O. Box 307 Trenton, NJ 08625-0307	<p>The New Jersey State Archives holds original birth, marriage, and death records from the period May 1, 1848 to December 31, 1900.</p> <p>The New Jersey Archives also holds microfilm copies of: birth records 1878-1929; marriage records 1878-1940; and death records 1878-1940. These materials are available for in-person use only.</p> <p>Personal check or money order should be made payable to <b>New Jersey General Treasury</b>. The general information telephone number is (609) 292-6260.</p>

***New Jersey***

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Divorce	\$10.00	Clerk of the Superior Court Superior Court of NJ Public Information Center 171 Jersey Street P.O. Box 967 Trenton, NJ 08625-0967	The fee is for a certified Blue Seal copy. Make check payable to <b>Clerk of the Superior Court.</b>

## **New Mexico**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth	\$10.00	NM Vital Records	State office has records since 1920 and delayed records since 1880.  Personal check or money order should be made payable to <b>NM Vital Records</b> . To verify current fees, the telephone number is 1-866-534-0051. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.VitalRecordsNM.org">http://www.VitalRecordsNM.org</a>
Death	\$5.00	P.O. Box 25767 Santa Fe, NM 87125	
Marriage	Varies	See remarks	County Clerk in county where license was issued.
Divorce	Varies	See remarks	Clerk of Court where divorce was granted.

## New York

(except New York City)

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$30.00	Certification Unit Vital Records Section 2nd Floor 800 North Pearl Street Menands, NY 12204	<p>State office has records since 1880. For records before 1914 in Albany, Buffalo, and Yonkers, or before 1880 in any other city, write to Registrar of Vital Statistics in city where event occurred. For the rest of the State, except New York City, write to State office.</p> <p>Personal check or money order should be made payable to <b>New York State Department of Health</b>. Payment of mail order copies submitted from foreign countries must be made by a check drawn on a United States bank or by an international money order. To verify current fees, the telephone number is (518) 474-3075. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.health.state.ny.us">http://www.health.state.ny.us</a>.</p> <p>For all types of State and local issued copies, the applicant is required to provide government issued photo identification.</p>
Marriage	\$30.00	Same as Birth or Death	Records from 1881 to present.
	\$10.00	See remarks	For records from 1880-1907 and licenses issued in the cities of Albany, Buffalo, or Yonkers, apply to Albany: City Clerk, City Hall, Albany, NY 12207; Buffalo: City Clerk, City Hall, Buffalo, NY 14202; Yonkers: Registrar of Vital Statistics, Health Center Building, Yonkers, NY 10701.
Divorce	\$30.00	Same as Birth or Death	Records since January 1963.
	Varies	See remarks	County Clerk in county where divorce was granted.

## New York City

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$15.00	NYC Health Department Office of Vital Records 125 Worth St., CN4, Rm. 133 New York, NY 10013	<p>The Office has birth and death records for people who were born and/or died in the five boroughs of New York City: Brooklyn, the Bronx, Manhattan, Queens, or Staten Island. Birth records issued before 1910 and death records issued before 1949 must be ordered through the Municipal Archives. For more information please visit <a href="http://www.nyc.gov/html/records/html/vitalrecords/home.shtml">http://www.nyc.gov/html/records/html/vitalrecords/home.shtml</a> or write to Department of Records and Information Services, 31 Chambers Street, New York, NY 10007.</p> <p>Additional information on ordering and correcting NYC birth and death records can be found by visiting <a href="http://www.nyc.gov/vitalrecords">http://www.nyc.gov/vitalrecords</a> or calling 311(or 212-639-9675 outside New York City).</p>
Marriage Manhattan Borough	\$15.00	Office of the City Clerk 141 Worth Street New York, NY 10013	<p>Marriage Record Requests in Person:</p> <p>Marriage records from 1996 to present can be obtained in person from any office of the New York City Clerk. Marriage records from 1930 to 1955 can be obtained solely in the Manhattan Office. For additional information go to <a href="http://nycmarriagebureau.com/MarriageBureau/index.htm?RecordRoom.htm">http://nycmarriagebureau.com/MarriageBureau/index.htm?RecordRoom.htm</a>. Additional copies of the same record ordered at the same time are \$10.00 each.</p>
Bronx Borough	\$15.00	Office of the City Clerk Supreme Court Building 851 Grand Concourse Room B131 Bronx, NY 10451	<p>Marriage Record Requests by Mail:</p> <p>To obtain a Marriage Record by mail, please call the main office at (212) 669-8090 to request a form or to download the Marriage Record mail request form go to <a href="http://nycmarriagebureau.com/MarriageBureau/MailRequestForm.htm">http://nycmarriagebureau.com/MarriageBureau/MailRequestForm.htm</a></p>
Brooklyn Borough	\$15.00	Office of the City Clerk Brooklyn Municipal Building 210 Joralemon Street, Room 205 Brooklyn, NY 11201	

## **New York City**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Queens Borough	\$15.00	Office of the City Clerk Borough Hall Building 120-55 Queens Boulevard Ground Floor, Room X001 Kew Gardens, NY 11424	Please mail all Marriage Record Requests to the following address:  Office of the City Clerk Municipal Building 1 Centre Street, Room 252 South New York, New York 10007
Staten Island Borough (no longer called Richmond)	\$15.00	Office of the City Clerk Borough Hall Building 10 Richmond Terrace Room 311 Staten Island, NY 10301	
Divorce			Go to the New York State page on this website at <a href="http://www.cdc.gov/nchs/howto/w2w/newyork.htm">http://www.cdc.gov/nchs/howto/w2w/newyork.htm</a> .

## North Carolina

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$24.00	NC Vital Records 1903 Mail Service Center Raleigh, NC 27699-1903	<p>The State office has birth records beginning with October 1913 and death records beginning with January 1, 1930. Business or certified check or money order should be made payable to <b>NC Vital Records</b>. To verify current fees and access additional information on how to obtain copies of vital records, the telephone number is (919) 733-3000 or visit the <a href="#">North Carolina Vital Records website</a>.</p> <p>The cost of each additional copy of the same record ordered at the same time is \$15.00.</p> <p>A copy of a valid photo ID with a signature is required of the applicant for in-person requests.</p> <p>The <a href="#">Register of Deeds</a> in the county where the birth or death occurred can provide copies of birth and death certificates upon request.</p>
Marriage (County)	\$24.00	NC Vital Records 1903 Mail Service Center Raleigh, NC 27699-1903	<p>For records beginning with 1962, contact either the <a href="#">Register of Deeds</a> in the county where the marriage license was obtained or the NC State Office of Vital Records in Raleigh. For records before 1962, contact the county Register of Deeds. To verify current fees and access additional information on how to obtain copies of vital records, the telephone number is (919) 733-3000 or visit the <a href="#">North Carolina Vital Records website</a>.</p> <p>The cost of each additional copy of the same record ordered at the same time is \$15.00.</p>
Divorce	\$24.00	NC Vital Records 1903 Mail Service Center Raleigh, NC 27699-1903	<p>For records beginning with January 1958, contact either the NC State Office of Vital Records in Raleigh or the Clerk of Court in the county where the divorce occurred. For records before 1958, contact the Clerk of Court in the county where the divorce occurred. To verify current fees and access additional information on how to obtain copies of vital records, the telephone number is (919) 733-3000 or visit the <a href="#">North Carolina Vital Records website</a>.</p> <p>The cost of each additional copy of the same record ordered at the same time is \$15.00.</p>

## North Dakota

Place of event	Cost of copy	Address	Remarks
Birth Death	\$7.00 \$5.00	ND Dept. of Health Division of Vital Records 600 East Boulevard Avenue Dept. 301 Bismarck, ND 58505-0200	<p>State office has some birth records since 1870 and some death records since July 1893. Birth years from 1870 to 1920 are incomplete. Death years from 1894 to 1920 are incomplete. Additional copies of birth records are \$4.00 each and death records are \$2.00 each. Copies are generally processed in 5-7 working days after request is received.</p> <p>Personal check or money order should be made payable to <b>ND Department of Health</b>. To verify current fees, the telephone number is (701) 328-2360. This is an automated attendant with a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.ndhealth.gov/vital/birth.htm">http://www.ndhealth.gov/vital/birth.htm</a>.</p> <p>The applicant must submit a photocopy of a government issued ID with their request.</p>
Marriage	Varies	The following link provides county contact information regarding certified copies of marriage records: <a href="http://www.ndhealth.gov/vital/marriage.htm">http://www.ndhealth.gov/vital/marriage.htm</a>	As of January 1, 2008, the ND Department of Health no longer issues certified copies of marriage records.
Divorce	Varies	The following link provides county contact information regarding certified copies of marriage records: <a href="http://www.ndhealth.gov/vital/divorce.htm">http://www.ndhealth.gov/vital/divorce.htm</a>	Certified copies are not available from the ND Department of Health.

## **Northern Mariana Islands**

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth Death	\$20.00 \$15.00	Commonwealth Healthcare Corporation Vital Statistics Office P.O. Box 500409 Saipan, MP 96950	Office has records for birth and death since 1946. Records from 1946 to 1950 are incomplete.  Money order or bank cashiers check should be made payable to <b>Commonwealth Healthcare Corporation</b> . To verify current fees, call (670) 236-8717 or (670) 236-8702. E-mail address is <a href="mailto:info@vs-cnmi.org">info@vs-cnmi.org</a> .
Marriage	\$10.00	Commonwealth Recorder Superior Court Vital Records Section P.O. Box 307 Saipan, MP 96950	Money order or bank cashiers check should be made payable to <b>Commonwealth Healthcare Corporation</b> . To verify current fees, call (670) 236-9830 or fax (670) 236-9831.
Divorce	\$0.50 per page for Divorce Decree plus \$2.50 for certification	Commonwealth Recorder Superior Court Vital Records Section P.O. Box 307 Saipan, MP 96950	Office has records for divorce since 1960.

## Ohio

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$21.50	Vital Statistics Ohio Department of Health P.O. Box 15098 Columbus, OH 43215-0098	<p>State office has birth records since December 20, 1908 and death records since January 1, 1954. For earlier birth and death records, write to the Probate Court in the county where the event occurred. Death records that occurred December 20, 1908–December 31, 1954, can be obtained from the Ohio Historical Society, Archives Library Division, 1982 Velma Avenue, Columbus, OH 43211-2497. A searchable index to records from 1913 to 1944 is also available via the Internet at <a href="http://www.ohiohistory.org">http://www.ohiohistory.org</a>.</p> <p>Personal check or money order should be made payable to <b>Treasury, State of Ohio</b>. To verify current fees, the telephone number is (614) 466-2531. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.odh.ohio.gov/vitalstatistics/vitalstats.aspx">http://www.odh.ohio.gov/vitalstatistics/vitalstats.aspx</a>.</p>
Marriage	See remarks	Same as Birth or Death	<p>Copies of marriage records are not available from the State Health Department. For certified copies of marriage records, please write to the Probate Court in the in the county where the event occurred.</p> <p>Information on how to obtain certified copies is also available via the Internet at <a href="http://www.odh.ohio.gov/vitalstatistics/mrgdiv.aspx">http://www.odh.ohio.gov/vitalstatistics/mrgdiv.aspx</a>.</p>
Divorce	Varies See remarks	See remarks Same as Birth or Death	<p>Certified copies are not available from the State Health Department. For certified copies of divorces, please write to Clerk of Court of where the divorce was granted divorce was granted</p> <p>.</p> <p>Information on how to obtain certified copies is also available via the Internet at <a href="http://www.odh.ohio.gov/vitalstatistics/mrgdiv.aspx">http://www.odh.ohio.gov/vitalstatistics/mrgdiv.aspx</a></p>
	Varies	See remarks	

## Oklahoma

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$15.00	Vital Records Service State Department of Health 1000 Northeast 10th Street Oklahoma City, OK 73117	<p>State office has records since October 1908.</p> <p>Personal check or money order should be made payable to <b>Vital Records Service</b>. To verify current fees, the telephone number is (405) 271-4040. This is a recorded message. Information on how to obtain certified copies, eligibility requirements, and a list of acceptable IDs are also available via the Internet at <a href="http://vr.health.ok.gov/">http://vr.health.ok.gov/</a>.</p> <p>A copy of a current legal photo ID from the applicant is required, as well as a completed application and appropriate fees.</p> <p>Commemorative heirloom certificates are also available: cost \$35.00 and includes one (1) certified copy. Detailed description of the heirloom certificate is available at <a href="http://vr.health.ok.gov/">http://vr.health.ok.gov/</a>.</p>
Marriage	Varies	See remarks	Clerk of Court in county where license was issued.
Divorce	Varies	See remarks	Clerk of Court in county where divorce was granted.

## Oregon

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$20.00	Oregon Vital Records P.O. Box 14050 Portland, OR 97293-0050	<p>State vital records office has birth and death records starting from 1903. Oregon State Archives has birth records for the City of Portland from 1864 to 1902 and statewide delayed birth records from 1845 to 1902; City of Portland death records from 1862 to 1902 and statewide death records from 1903 to 1955.</p> <p>Additional copies of the same record ordered at the same time are \$15.00 each.</p> <p>Personal check or money order should be made payable to <b>OHA/Vital Records</b>. To verify current fees, the telephone number is (971) 673-1190. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://healthoregon.org/chs">http://healthoregon.org/chs</a>.</p>
		Oregon State Archives 800 Summer Street, NE Salem, OR 97310	<p>The telephone number for the Oregon State Archives is (503) 373-0701 and the fax number is (503) 373-0953. Information on how to obtain copies is also available via the internet at <a href="http://arcweb.sos.state.or.us/reference.html">http://arcweb.sos.state.or.us/reference.html</a></p>
Heirloom Birth	\$45.00	Same as Birth or Death	Presentation-style calligraphy certificate suitable for framing.
Marriage	\$20.00	Same as Birth or Death	State vital records office has marriage records starting from 1911. Oregon State Archives has some county records from the 1800s and statewide records for 1906-1910.
	Varies	See remarks	County Clerk in county where license was issued. County Clerks also have some records before 1906. Some older county records have been transferred to the Oregon State Archives, 800 Summer Street NE, Salem, OR 97310
Divorce	\$20.00	Same as Birth or Death	State vital records office has divorce records starting from 1925.
(Certificates Only)	Varies	See remarks	County Circuit Court Clerk in county where divorce was granted. County Clerks also have some records before 1925.

## Pennsylvania

Place of event	Cost of copy	Address	Remarks
Birth	\$10.00	Division of Vital Records ATTN: Birth Unit 101 South Mercer Street Room 401 P.O. Box 1528 New Castle, PA 16103	State office has records since January 1906.  All requests must be submitted on an application form, which requires the signature of the individual requesting the certificate and a legible copy of his/her valid government issued photo ID that verifies name and mailing address of the individual requesting the certificate. Application forms, eligibility requirements, fees, and additional information, including how to apply online or by fax with a credit card are available via the Internet <a href="http://www.health.state.pa.us/vitalrecords">http://www.health.state.pa.us/vitalrecords</a> . The telephone number is (724) 656-3100. This is a recorded message.
Death	\$9.00	Division of Vital Records ATTN: Death Unit 101 South Mercer Street Room 401 P.O. Box 1528 New Castle, PA 16103	Personal check or money order should be made payable to <b>Vital Records</b> .  Pennsylvania birth or death certificates prior to 1906 can be accessed through the courthouse in the county where the person was born or died. A list of court houses is available via the Internet at <a href="http://www.health.state.pa.us/vitalrecords">http://www.health.state.pa.us/vitalrecords</a> .
Marriage	Varies		Make application to the Marriage License Clerks, County Court House, in county where license was issued. A list of court houses is available via the Internet at <a href="http://www.portal.state.pa.us/portal/server.pt/community/marriage_and_divorce_certificates/14126">http://www.portal.state.pa.us/portal/server.pt/community/marriage_and_divorce_certificates/14126</a> .
Divorce	Varies		Make application to the Prothonotary, Court House, in county seat of county where divorce was granted. A list of court houses is available via the Internet at <a href="http://www.portal.state.pa.us/portal/server.pt/community/marriage_and_divorce_certificates/14126">http://www.portal.state.pa.us/portal/server.pt/community/marriage_and_divorce_certificates/14126</a> .

## ***Puerto Rico***

<b>Place of event</b>	<b>Cost of copy</b>	<b>Address</b>	<b>Remarks</b>
Birth or Death	\$5.00	Department of Health Demographic Registry P.O. Box 11854 Fernández Juncos Station San Juan, PR 00910	Central office has records since June 21, 1931. Copies of earlier records may be obtained by writing to local Registrar (Registrador Demografico) in municipality where event occurred. Additional copies ordered at the same time by the same person are \$4.00 each. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.prfaa.com/services.asp?id=44">http://www.prfaa.com/services.asp?id=44</a> .  Money order should be made payable to <b>Secretary of the Treasury</b> . Personal checks are not accepted. To verify current fees, the telephone number is (787) 767-9120.
Marriage	\$5.00	Same as Birth or Death	All applications must be accompanied by a photocopy of a recent, valid IDENTIFICATION OF APPLICANT.
Divorce	\$2.00	Same as Birth or Death  See remarks	Superior Court where divorce was granted.

## Rhode Island

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$20.00	RI Department of Health Office of Vital Records Room 101 3 Capitol Hill Providence, RI 02908-5097	<p>State office keeps birth and marriage records for 100 years and keeps death records for 50 years. In general, copies can be obtained from the State office, the city/town clerk where the event occurred or the city of residence at the time of the occurrence. Additional copies of the same record ordered at the same time are \$15.00 each.</p> <p>Information for city/town addresses are available via the Internet at: <a href="http://www.health.ri.gov/chic/vital/clerks.php">http://www.health.ri.gov/chic/vital/clerks.php</a>.</p> <p>For earlier records, write to the city/town clerk where the event occurred or to the Rhode Island State Archives, 337 Westminster Street, Providence, RI 02903.</p> <p>Personal check or money order should be made payable to <b>Rhode Island General Treasurer</b>. To verify current fees after office hours, the telephone number is (401) 222-2811. To verify current fees and general information during office hours, please call the Health Hot Line at (401) 222-5960. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.health.ri.gov">http://www.health.ri.gov</a>.</p> <p>All requests must be accompanied by a photocopy of the applicant's valid government-issued picture identification, e.g., driver's license. In lieu of a valid government-issued picture identification, two pieces of mail are accepted showing the correct name and address of the individual requesting the record.</p>
Pre-Adoption Non-Certified Birth	\$20.00	Same as Birth or Death	<p>In June, 2011 the State of Rhode Island passed a law allowing adult adoptees born in Rhode Island access to a non-certified copy of their unaltered, original birth certificate. If you are an adoptee who was born in Rhode Island and you are age 25 or older, you can request a non-certified copy of your original, pre-adoption birth record from the State Office of Vital Records. According to state law, we can only release your record to you, the adoptee. Relatives cannot request copies of your record on your behalf. Please visit the web-site at <a href="http://www.health.ri.gov">www.health.ri.gov</a> under Adult Adoptees for</p>

further information on applications, ID requirements and access.

Personal check or money order should be made payable to **General Treasurer, State of Rhode Island.**

All requests must be accompanied by a photocopy of the applicant’s valid government-issued picture identification, e.g., driver’s license. In lieu of valid government-issued picture identification, two pieces of mail are accepted showing the correct name and address of the individual requesting the record.

Marriage	\$20.00	Same as Birth or Death
Divorce	\$3.00	Clerk of Family Court 1 Dorrance Plaza Providence, RI 02903

## South Carolina

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$12.00	Office of Vital Records SCDHEC 2600 Bull Street Columbia, SC 29201	<p>State office has records since January 1915. City of Charleston births from 1877 and deaths from 1821 are on file at Charleston County Health Department. Ledger entries of Florence City births and deaths from 1895 to 1914 are on file at Florence County Health Department. Ledger entries of Newberry City births and deaths from the late 1800's are on file at Newberry County Health Department. These are the only early records obtainable. Additional copies of the same birth records ordered at the same time of certification are \$3.00.</p> <p>Anyone requesting a vital record must submit a photocopy of their valid identification.</p> <p>Acceptable method of payment is a money order or cashier's check made payable to <b>SCDHEC</b>. To verify current fees, the telephone number is (803) 898-3630. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.scdhec.net/vr">http://www.scdhec.net/vr</a>.</p>
Marriage	\$12.00	Same as Birth or Death	Records since July 1950.
	Varies	See remarks	Records prior to July 1950. Probate Judge in county where license was issued.
Divorce	\$12.00	Same as Birth or Death	Records since July 1962.
	Varies	See remarks	Records since April 1949. Clerk of Court in county where petition was filed.

## South Dakota

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$15.00	Vital Records State Department of Health 207 E Missouri Ave, Ste 1-A Pierre, SD 57501	<p>State office has records filed after July 1905.</p> <p>Anyone requesting a vital record must submit a photocopy of their identification.</p> <p>Personal check or money order should be made payable to <b>South Dakota Department of Health</b>. To verify current fees, the telephone number is (605) 773-4961. Information on how to obtain certified copies is also available via the Internet at <a href="http://vitalrecords.sd.gov">http://vitalrecords.sd.gov</a>.</p> <p>Mail-in applicants must send in a clear copy of a government- issued photo ID OR have their signature notarized.</p>
Marriage	\$15.00	Same as Birth or Death	Records since July 1905. Marriages can also be obtained from the County Register of Deeds where the marriage occurred.
Divorce	\$15.00	Same as Birth or Death	Records since July 1905. Divorces can also be obtained from the Clerk of Courts in the county where the divorce was granted.

## Tennessee

Place of event	Cost of copy	Address	Remarks
Birth (long form)	\$15.00	Tennessee Vital Records Central Services Building 4215th Avenue, North Nashville, TN 37243	<p>State office has birth records for entire State since January 1914, for Nashville since June 1881, for Knoxville since July 1881, and for Chattanooga since January 1882. Birth enumeration records by school district are available for July 1908 through June 1912. Birth records more than 100 years old are maintained by Tennessee Library and Archives, Archives Division, Nashville, Tennessee 37243-0312. Additional copies of the same birth, marriage, or divorce record requested at the same time are \$5.00 each.</p> <p>If the birth has been amended by adding the father with a Voluntary Acknowledgement Of Paternity (VAOP), a certified copy of the VAOP may be ordered if a \$15 long form birth certificate is ordered at the same time. The cost of the certified VAOP is an additional \$5.00.</p> <p>Vital Records office keeps death records for 50 years; older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, Tennessee 37243-0312.</p> <p>Personal check or money order should be made payable to <b>Tennessee Vital Records</b>. To verify current fees, the telephone number is (615) 741-1763. Information on how to obtain certified copies is also available via the Internet at <a href="http://health.state.tn.us/vr/">http://health.state.tn.us/vr/</a>.</p> <p>A photocopy of a valid government- issued form of identification which includes the requestor's signature, usually a driver's license, must accompany the request.</p>
Birth (short form)	\$8.00		
Death	\$7.00		
Marriage	\$15.00	Same as Birth or Death	Vital Records Office keeps marriage records for 50 years. Older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, TN 37243-0312.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$15.00	Same as Birth or Death	Vital Records Office keeps divorce records for 50 years. Older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, TN 37243-0312.
	Varies	See remarks	Clerk of Court in county where divorce was granted.

## Texas

Place of event	Cost of copy	Address	Remarks
Birth Death	\$22.00 \$20.00	Texas Vital Records Department of State Health Services P.O. Box 12040 Austin, TX 78711-2040	<p>State office has birth and death records since 1903. Additional copies of the birth record ordered at same time are \$22.00 each. Additional copies of the death record ordered at the same time are \$3.00 each.</p> <p>Request for certified copies of birth and death certificates can be made via the internet, with a credit card, through Texas.gov. An Expedited Application for Birth and Death Record (see Form VS142.21.pdf) can also be completed and sent by an overnight service or by USPS Express Mail, with a check or money order, to the address on the application. Most Texas.gov and Expedited mail requests will be processed within 10 to 15 business days.</p> <p>Mail-in requests must be made by personal check or money order made payable to <b>DSHS</b>. To verify current fees, the telephone number is (512) 776-7111. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.dshs.state.tx.us/vs">http://www.dshs.state.tx.us/vs</a>.</p>
Marriage (State)	See remarks		<p>Records since January 1966. Certified copies are not available from State office. Fee for search and verification of essential facts of marriage is \$20.00 each.</p> <p>Request for marriage verification can be made via the internet, with a credit card, through Texas.gov.</p> <p>Marriage verification requests may also be sent via mail and paid with a check or money order by completing the Mail Application for Marriage and Divorce Verification (<a href="http://www.dshs.state.tx.us/vs/reqproc/forms.shtm#birthdeath">http://www.dshs.state.tx.us/vs/reqproc/forms.shtm#birthdeath</a>). Personal checks or money orders should be made payable to <b>DSHS</b>.</p>
Marriage (County)	Varies	See remarks	<p>County Clerk in county where license was issued. Texas County contact information can be found at the Texas Department of State Health Services website.</p>

## Texas

Place of event	Cost of copy	Address	Remarks
Divorce (State)	See remarks		<p>Records since January 1968. Certified copies are not available from State office. Fee for search and verification of essential facts of divorce is \$20.00 each.</p> <p>Request for divorce verification can be made via the internet, with a credit card, through Texas.gov.</p> <p>Divorce verification requests may also be sent via mail and paid with a check or money order by completing the Mail Application for Marriage and Divorce Verification (<a href="http://www.dshs.state.tx.us/vs/reqproc/forms.shtml#birthdeath">http://www.dshs.state.tx.us/vs/reqproc/forms.shtml#birthdeath</a>). Personal checks or money orders should be made payable to <b>DSHS</b>.</p>
Divorce (County)	Varies	See remarks	<p>Clerk of District Court in county where divorce was granted. Texas District Clerk contact information can be found at <a href="http://localoffices.texasvsu.org">http://localoffices.texasvsu.org</a>.</p>

## Utah

Place of event	Cost of copy	Address	Remarks
Birth Death	\$18.00 \$16.00	Office of Vital Records and Statistics Utah Department of Health 288 North 1460 West P.O. Box 141012 Salt Lake City, UT 84114-1012	State office has records since 1905. Identification is now required for the purchase of a Utah Birth Certificate. Mailed request must include an enlarged and easily identifiable photocopy of the back and front of your identification. If no proofs are enclosed, your application will be returned. For a list of acceptable identification see our website at <a href="http://www.health.utah.gov/vitalrecords">http://www.health.utah.gov/vitalrecords</a> . Additional copies, when requested at the same time, are \$8.00 each.  Personal check or money order should be made payable to <b>Vital Records</b> . To verify current fees, the telephone number is (801) 538-6105. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.health.utah.gov/vitalrecords">http://www.health.utah.gov/vitalrecords</a> .
Marriage	\$16.00	Same as Birth or Death	State office has records since 1978. Only short form certified copies are available.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$16.00	Same as Birth or Death	State office has records since 1978. Only short form certified copies are available.
	Varies	See remarks	County Clerk in county where divorce was granted.

## Vermont

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$10.00	VT Department of Health Vital Records Section P. O. Box 70 108 Cherry Street Burlington, VT 05402-0070	State office has records for the most recent five years.  Personal check or money order should be made payable to <b>Vermont Department of Health</b> . To verify current fees, the telephone number is (802) 863-7275. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.healthvermont.gov/research/records/obtain_record.aspx">http://www.healthvermont.gov/research/records/obtain_record.aspx</a> .
Birth, Death, Marriage or Divorce	\$10.00	VT State Archives and Records Administration Office of the Secretary 1078 US Route 2, Middlesex Montpelier, VT 05633-7701	Records more than five years old (as early as 1909). Personal check or money order should be made payable to <b>Vermont Secretary of State</b> . To verify current fees, the telephone number is (802) 828-3286. Information on how to obtain certified copies is also available via the Internet at <a href="http://vermont-archives.org/certifications/">http://vermont-archives.org/certifications/</a> .
Birth or Death	\$10.00	See remarks	Town or City Clerk of town/city where birth or death occurred.
Marriage	\$10.00	Same as Birth or Death	State office has records for the most recent 5 years.
	\$10.00	See remarks	Town or City Clerk in town/city where license was issued.
Divorce	\$10.00	Same as Birth or Death	State office has records for the most recent 5 years.
	\$10.00	See remarks	Family court in county where divorce was granted.

## Virginia

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$12.00	Division of Vital Records P.O. Box 1000 Richmond, VA 23218-1000	<p>State office has records from January 1853 to December 1896 and since June 14, 1912.</p> <p>Personal check or money order should be made payable to <b>State Health Department</b>. To verify current fees, the telephone number is (804) 662-6200. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.vdh.virginia.gov/">http://www.vdh.virginia.gov/</a>.</p> <p>Anyone requesting a vital record must submit a photocopy of their identification.</p>
Marriage	\$12.00	Same as Birth or Death	Records since January 1853.
	Varies	See remarks	Clerk of Court in county or city where license was issued.
Divorce	\$12.00	Same as Birth or Death	Records since January 1918.
	Varies	See remarks	Clerk of Court in county or city where divorce was granted.

## Virgin Islands

Place of event	Cost of copy	Address	Remarks
Birth or Death St. Croix	\$15.00 (Mail request)  \$12.00 (In person)	Department of Health Vital Statistics Charles Harwood Memorial Hospital St. Croix, VI 00820	Registrar has birth and death records on file since 1840.
St. Thomas and St. John	\$15.00 (Mail request)  \$12.00 (In person)	Department of Health Vital Statistics Knud Hansen Complex St. Thomas, VI 00802	Registrar has birth records on file since July 1906 and death records since January 1906.  Money order for birth and death records should be made payable to <b>Department of Health</b> . Personal checks are not accepted. To verify current fees, the telephone number is (340) 774-9000 ext. 4685 or 4686.
Marriage	See remarks	Bureau of Vital Records and Statistical Services Virgin Islands Department of Health Charlotte Amalie St. Thomas, VI 00801	Certified copies are not available. Inquiries will be forwarded to the appropriate office.
St. Croix	\$2.00	Chief Deputy Clerk Family Division Territorial Court of the Virgin Islands P.O. Box 929 Christiansted St. Croix, VI 00820	
St. Thomas and St. John	\$2.00	Clerk of the Territorial Court of the Virgin Islands Family Division P.O. Box 70 Charlotte Amalie St. Thomas, VI 00801	
Divorce	See remarks	Same as Marriage	Certified copies are not available. Inquiries will be forwarded to appropriate office.
St. Croix	\$5.00	Same as Marriage	Money order for marriage and divorce records should be made payable to Territorial Court of the Virgin Islands. Personal checks are not accepted.
St. Thomas and St. John	\$5.00	Same as Marriage	

## Washington

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$20.00	Department of Health Center for Health Statistics P.O. Box 47814 Olympia, WA 98504-7814	<p>Must have exact information for births. State office has birth records since July 1907 to present. For King, Pierce, and Spokane counties copies may also be obtained from county health departments. County Auditor of county of birth has registered births prior to July 1907. State office has death records from July 1, 1907 to 2 months before present date.</p> <p>Personal check or money order should be made payable to <b>Department of Health</b>. To verify current fees, the telephone number is (360) 236-4300. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.doh.wa.gov">http://www.doh.wa.gov</a>.</p>
Heirloom Birth	\$40.00	Same as Birth or Death	State office has records since January 1968.
Marriage	\$20.00		
	Varies	See remarks	County Auditor in county where license was issued.
Divorce	\$20.00	Same as Birth or Death	State office has records since January 1968.
	Varies	See remarks	County Clerk in county where divorce was granted.

## West Virginia

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$12.00	Vital Registration Office Room 165 350 Capitol Street Charleston, WV 25301-3701	State office has records since January 1917. For earlier records, write to Clerk of County Court in county where event occurred.  Personal check or money order should be made payable to <b>Vital Registration</b> . To verify current fees, the telephone number is (304) 558-2931. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.wvdhhr.org">http://www.wvdhhr.org</a> .
Marriage	\$12.00	Same as Birth or Death	Records since 1921. Certified copies available from 1964.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Index since 1968. Some items may be verified (fee \$5.00). Certified copies are not available from State office.
	Varies	See remarks	Clerk of Circuit Court, Chancery Side, in county where divorce was granted.

## Wisconsin

Place of event	Cost of copy	Address	Remarks
Birth or Death	\$20.00	WI Vital Records Office 1 West Wilson Street P.O. Box 309 Madison, WI 53701-0309	<p>State Office has scattered records earlier than 1857. Records before October 1, 1907, are very incomplete. Additional copies of the same record ordered at the same time are \$3.00 each. Customers should use a state birth or death certificate application form to apply. A copy of a valid photo ID and a signature is required of the applicant.</p> <p>Personal check or money order should be made payable to <b>State of Wisconsin Vital Records</b>. A stamped, self-addressed business size (#10) envelope should be included with the request. Information on how to obtain certified copies including application forms is available via the Internet at <a href="http://www.dhfs.state.wi.us/vitalrecords">http://www.dhfs.state.wi.us/vitalrecords</a>.</p>
Marriage	\$20.00	Same as Birth or Death	<p>Records since April 1857. Records before October 1, 1907 are very incomplete. Additional copies of the same record ordered at the same time are \$3.00 each. Customers should use a state marriage certificate application form to apply. A copy of a valid photo ID and a signature is required of the applicant.</p>
Divorce	\$20.00	Same as Birth or Death	<p>Records since October 1857. Records before October 1, 190, are very incomplete. Additional copies of the same record ordered at the same time are \$3.00 each. Customers should use a state divorce certificate application form to apply. A copy of a valid photo ID and a signature is required of the applicant.</p>

## Wyoming

Place of event	Cost of copy	Address	Remarks
Birth	\$13.00	Vital Statistics Services	State office has birth records since 1909.
Death	\$10.00	Hathaway Building Cheyenne, WY 82002	<p>Death records more than 50 years old should be obtained from the Wyoming State Archives at (307) 777-7826 or <a href="mailto:WyArchive@state.wy.us">WyArchive@state.wy.us</a>.</p> <p>Personal check or money order should be made payable to <b>Vital Records Services</b>. A personal check is accepted only if personalized with the name of current address of individual signing the request. To verify current fees, the telephone number is (307) 777-7591. Information on how to obtain certified copies is also available via the Internet at <a href="http://www.health.wyo.gov">http://www.health.wyo.gov</a>.</p> <p>A legible photocopy of a current state issued ID or passport is required which bears the signature of the applicant. ID with no expiration date is not accepted unless recently issued and additional proof of identification may be requested.</p>
Marriage	\$13.00	Same as Birth or Death	Marriage records more than 50 years old should be obtained from the Wyoming State Archives at (307) 777-7826 or <a href="mailto:WyArchive@state.wy.us">WyArchive@state.wy.us</a> .
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$13.00	Same as Birth or Death	Divorce records more than 50 years old should be obtained from the Wyoming State Archives at (307) 777-7826 or <a href="mailto:WyArchive@state.wy.us">WyArchive@state.wy.us</a> .
	Varies	See remarks	Clerk of District Court where divorce took place.

## ***Foreign, high-seas, or Panama Canal Zone births and deaths and certificates of citizenship***

### **Birth records of persons born in foreign countries who are U.S. citizens at birth**

The birth of a child abroad to U.S. citizen parent(s) should be reported to the nearest U.S. Consulate or Embassy as soon after the birth as possible. To do this, the child's parent or legal guardian should file an Application for Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240). This form may also be used to apply for a Social Security Number for the child. A \$100.00 fee is charged for reporting the birth.

The application must be supported by evidence to establish the child's U.S. citizenship. Usually, the following documents are needed:

1. the child's foreign birth certificate;
2. evidence of the U.S. citizenship of the parent(s) such as a certified copy of a birth certificate, U.S. passport, or Certificate of Naturalization or Citizenship;
3. evidence of the parents' marriage, if applicable; and
4. affidavit(s) of the physical presence of the parent(s) in the United States.

Each document should be certified as a true copy of the original by the registrar of the office that issued the document. Other documents may be needed in some cases. Contact the nearest U.S. Embassy or Consulate for details on what evidence is needed.

When the application is approved, a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) is given to the applicant. This document, known as the Consular Report of Birth, has the same value as proof of citizenship as the Certificate of Citizenship issued by the Immigration and Naturalization Service.

A Consular Report of Birth can be prepared only at a U.S. Embassy or Consulate overseas, and only if the person who is the subject of the report is under 18 years of age when the

application is made. A person residing abroad who is now 18 years of age or over, and whose claim to U.S. citizenship has never been documented, should contact the nearest U.S. Embassy or Consulate for assistance in registering as a U.S. citizen.

The Department began issuing a new Consular Report of Birth on January 3, 2011. You may request multiple copies of this document at any time. As of December 31, 2010 the Certificate of Report of Birth Abroad (DS-1350) is no longer issued. All previously issued FS-240 and DS-1350 documents are still valid for proof of identity, citizenship and other legal purposes. Documents are issued only to the subject of the Consular Report of Birth, the subject's parents or legal guardian. Effective September 1, 2003, all requests must be notarized to include a picture ID.

To request multiple copies of the FS-240, write to Passport Services, Vital Records Section, U.S. Department of State, 1111 19th Street NW, Suite 510, Washington, DC 20036. Please include the following items:

1. the full name of the child at birth (and any adoptive name);
2. the date and place of birth;
3. the names of the parents;
4. the serial number of the FS-240 (if the FS-240 was issued after November 1, 1990);
5. any available passport information;
6. the signature of the requestor and the requestor's relationship to the subject;
7. a check or money order for \$50.00 for the FS-240, made payable to the U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. Bank. Do Not Send Cash.

To obtain a Consular Report of Birth in a new name, send a written request and fees as noted above, the original (or replacement) Consular Report of Birth, or if not available, a notarized affidavit about its whereabouts. Also, send a certified copy of the court order or final adoption decree which identifies the child and shows the change of name with the request. If the name has been changed informally, submit public records and affidavits that show the change of name.

### **Birth records of alien children adopted by U.S. citizens**

Birth certifications for alien children adopted by U.S. citizens and lawfully admitted to the United States may be obtained from the Immigration and Naturalization Service (INS) if the birth information is on file. (Address can be found in a telephone directory.) To obtain the birth data, it is necessary to provide the Immigration Office with proof of adoption or legitimation.

### **Certificate of citizenship**

Persons who were born abroad and later naturalized as U.S. citizens or who were born in a foreign country to a U.S. citizen (parent or parents) may apply for a Certificate of Citizenship pursuant to the provisions of Section 341 of the Immigration and Nationality Act. Application can be made for this document in the United States at the nearest office of the Bureau of Citizenship and Immigration Services in the Department of Homeland Security. Upon approval, a Certification of Citizenship will be issued for the person if proof of citizenship is submitted and the person is within the United States. The decision whether to apply for a Certificate of Citizenship is optional; its possession is not mandatory because a valid U.S. passport or a Form FS-240 has the same evidentiary status.

### **Death and marriage records of U.S. citizens that occurred in a foreign country**

The death of a U.S. citizen in a foreign country may be reported to the nearest U.S. consular office. If reported, and a copy of the local death certificate and evidence of U.S. citizenship are presented, the consul prepares the official *Report of the Death of an American Citizen Abroad*' (Form DS-2060, formerly OF-180). A copy of the Report of Death is then filed permanently in the U.S. Department of State (see exceptions below).

To obtain a copy of a report filed in 1975 or after, write to Passport Services, Vital Records Section, U.S. Department of State, 1111 19<sup>th</sup>

Street NW, Suite 510, Washington, DC 20036. The fee for a copy is \$50.00 per document. Please include a notarized request to include picture ID. Fee may be subject to change.

Reports of Death filed before 1975 are maintained by the National Archives and Records Service, Diplomatic Records Branch, Washington, DC 20408. Requests for such records should be sent directly to that office.

Reports of deaths of persons serving in the Armed Forces of the United States (Army, Navy, Marines, Air Force, or Coast Guard) or civilian employees of the Department of Defense are not maintained by the U.S. Department of State. In these cases, requests for copies of records should be sent to the National Personnel Records Center (Military Personnel Records), 9700 Page Ave., St. Louis, Missouri 63132-5100.

To obtain a copy of a Certificate of Witness to Marriage (FS-87), you may write to the address above, the fee is \$50.00 per document. As of November 9, 1989 a Consular Officer no longer served as a witness to marriages performed abroad. Persons married abroad after 1989 may contact the embassy or consulate of the country where the marriage was performed for a certified copy. Foreign marriage documents are not maintained by the Department.

### **Records of birth and death occurring on vessels or aircraft on the high seas**

When a birth or death occurs on the high seas, whether in an aircraft or on a vessel, the record is usually filed at the next port of call.

1. If the vessel or aircraft docked or landed at a foreign port, requests for copies of the record may be made to the U.S. Department of State, Washington, DC 20036.
2. If the first port of entry was in the United States, write to the registration authority in the city where the vessel or aircraft docked or landed in the United States.
3. If the vessel was of U.S. registry, contact the local authorities at the port of entry and/or search the vessel logs at the U.S. Coast Guard Facility at the vessel's final port of call for that voyage.

## Records maintained by foreign Countries

Most, but not all, foreign countries record births and deaths. It is not possible to list in this publication all foreign vital records offices, the charges they make for copies of records, or the information they may require to locate a record. However, most foreign countries will provide certifications of births and deaths occurring within their boundaries.

Persons who need a copy of a foreign birth or death record should contact the Embassy or the nearest Consulate in the U.S. of the country in which the death occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, *Foreign Consular Offices in the United States*, which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402.

If the Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by writing to the Office of Overseas Citizens Services, U.S. Department of State, Washington, DC 20520-4818. Aliens residing in the United States may be able to obtain assistance through the Embassy or Consulate of their country of nationality.

## Records of birth, death, or marriage in the Panama Canal Zone for U.S. citizens and foreign nationals

From 1904 until September 30, 1979, the Canal Zone Government registered all civil acts of birth, death and marriage in the Canal Zone for U.S. citizens and foreign nationals. Since 1979, the Panama Canal Commission has issued certified copies of these documents in response to requests from the public. On December 31, 1999, the Panama Canal Commission ceased to exist. On December 1, 1999, those records were transferred to Passport Services in the U.S. Department of State, which will provide the certification service just as it does for similar records issued by U.S. Embassies and Consulates abroad.

To request copies, write to Vital Records Section, Passport Services, U.S. Department of State, 1111 19th Street NW, Suite 510,

Washington, DC 20036. Please include a notarized request to include a picture ID the following items for birth and death:

1. the full name of subject at the time of event;
2. month, day and year of event;
3. place of event (city and country);
4. parents' names, date and place of birth, and nationality for birth record;
5. any available U.S. passport information;
6. signature of the requestor, parent or guardian, or legal representative;
7. requestor address and telephone number;
8. a check or money order for \$50.00 for each copy made payable to U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. bank. Do not send cash;
9. Marriage records from the Canal Zone issued 1904 -1979 were forwarded to the National Archives and Records Administration (NARA) instead. You may submit a request to Civilian Records (NWCTC), Textual Archives Services Division, 8601 Adelphi Road, College Park, MD 20740-6001 for a copy. Do not send any money with your request. If any fees are required, you will be contacted by NARA.