

# WEST VIRGINIA DIVISION OF LABOR

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

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

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

I, \_\_\_\_\_, am the  Superintendent of Schools or the  Issuing Officer  
Printed Name of Superintendent of Schools or Issuing Officer

appointed by the Superintendent of Schools for \_\_\_\_\_ County. I have received a request from

\_\_\_\_\_  
Name and Address of Minor's Employer or Prospective Employer

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

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

work or intended work as: \_\_\_\_\_  
Description of Minor's Work

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

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

\_\_\_\_\_  
Printed Full Legal Name of Minor

\_\_\_\_\_  
Signature of Minor

\_\_\_\_\_  
Minor's Complete Mailing Address

\_\_\_\_\_  
Signature of Superintendent of Schools or Issuing Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address, Telephone Number and Email Address of Superintendent of Schools or Issuing Officer

**Original retained by Superintendent of Schools or Issuing Officer.**

**A copy  mailed to the West Virginia Division of Labor or  emailed to [WageandHour@wv.gov](mailto:WageandHour@wv.gov);  the Minor;  
and the  Minor's Employer**