

# Form 600

Print Form

## APPLICATION TO SECURE CERTIFICATE OF AGE AND SCHOOLING FOR EMPLOYMENT

**MINIMUM LEGAL AGE** to be employed in Oklahoma is 14 years

**CERTIFICATE WILL BE DENIED IF STUDENT IS NOT AT LEAST 14 YEARS OF AGE**

COUNTY \_\_\_\_\_

SCHOOL \_\_\_\_\_

IT IS AGREED THAT IRREGULAR ATTENDANCE OR UNSATISFACTORY CLASS WORK WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS PROGRAM.

### YOUTH EMPLOYMENT LAW AWARENESS

For a complete listing of the **STATE** child labor laws, contact the Oklahoma Department of Labor at 1-888-269-5353/405-521-6100 or [www.labor.ok.gov](http://www.labor.ok.gov)

For a complete listing of the **FEDERAL** child labor laws, contact the United States Department of Labor at 1-866-487-9243 or [www.dol.gov](http://www.dol.gov)

**Note:** Employers are required to comply with all state and federal child labor laws when it comes to the employment of minors.

### TO BE FILLED OUT BY EMPLOYER

- RETURN THIS FORM BACK TO THE SCHOOL SO THAT THE "EMPLOYMENT CERTIFICATE OF AGE AND SCHOOLING" CAN BE ISSUED.

Upon presentation of an Employment Certificate, (Form 601), the minor named below will be employed by:

Name of Firm Bartlesville Playground Association Address 205 N. Cherokee, Bartlesville, OK 74003

Email Address kiddieparkbartlesville@gmail.com Telephone (918) 876-3279

Job Title Ride Assistant Hours worked: From 6 PM to 9 PM And on: ☐ Sun ☐ Mon ☒ Tues ☒ Wed ☒ Thurs ☒ Fri ☒ Sat  
(start) (finish)

*Karrie Stutsman*

(Signature of Employer)

03/13/2024

(Date)

### TO BE FILLED OUT BY APPLICANT

Name \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of person with whom residing \_\_\_\_\_ Relationship \_\_\_\_\_

Grade in which enrolled \_\_\_\_\_ Last grade completed \_\_\_\_\_ School \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

### TO BE FILLED OUT BY PARENT OR GUARDIAN

This is to certify that I am the \_\_\_\_\_ of the above minor and that I hereby consent to his/her employment by the above employer provided said minor is first issued an employment certificate as required by law. I further certify that he/she was born on the date written above and that I have been requested by the issuing officer to submit to him/her one of the documentary proofs of the date of birth and in the order listed below and do submit the proof indicated.

### SCHOOL RECORDS CANNOT BE ACCEPTED. LEGAL PROOF OF AGE MUST BE ONE OF THE FOLLOWING IN THE ORDER LISTED:

Birth Certificate \_\_\_\_\_ Certificate of Baptism showing date of birth and place of baptism \_\_\_\_\_ Passport showing age of child \_\_\_\_\_ Certificate of arrival in the United States issued by U.S. Immigration Office showing age of child \_\_\_\_\_ Life insurance policy at least one year old showing age of child \_\_\_\_\_ Certificate of Degree of Indian Blood (CDIB) showing date of birth \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

### PRINCIPAL, HEADMASTER OR EQUIVALENT ADMINISTRATIVE OFFICER'S RECOMMENDATION

Student is at least 14 years of age: ☐ Yes ☐ No

(IF NO, APPROVAL MUST BE DENIED)

Student has met attendance requirements: ☐ Yes ☐ No

(IF NO, APPROVAL MUST BE DENIED)

I, the undersigned recommend ☐ or do not recommend ☐ that \_\_\_\_\_ be given an employment certificate.

\_\_\_\_\_  
(Signature of Issuing Officer)

\_\_\_\_\_  
(Date)

**THIS FORM MUST BE RETURNED TO THE SCHOOL BEFORE A CERTIFICATE (Form 601) WILL BE ISSUED**

# Form 601

[Print Form](#)

## EMPLOYMENT CERTIFICATE OF AGE AND SCHOOLING

Oklahoma Department of Labor  
409 NE 28th St, 3rd Floor  
Oklahoma City, OK. 73105  
Telephone (405) 521-6100/1-888-269-5353  
Fax (405) 521-6015

COUNTY \_\_\_\_\_ SCHOOL \_\_\_\_\_

**LEGAL AGE to be employed in Oklahoma is 14 years. DO NOT ISSUE IF STUDENT IS NOT AT LEAST 14 YEARS OF AGE**

### INFORMATION FOR EMPLOYER

*An Employment Certificate of Age and Schooling is accepted as proof of age under the child labor provision of the State Labor Law. This Certificate protects the employer only if it shows the minor to be the legal age of 14 years or older for the occupation in which he/she is employed.*

*This Certificate does not relieve the employer from its legal responsibility of strict compliance with Oklahoma's Child Labor Laws, 40§ O.S. 71, et seq., regardless of any information contained herein.*

*Keep this Certificate on file as long as the minor is in your employ. This Certificate is to be surrendered to the minor named herein whenever he/she leaves your employ. If not claimed within thirty days after leaving employment, this Certificate shall be sent to the State Commissioner of Labor. This Certificate is not valid for any other employer or occupation than the one named herein.*

**Note: Employers are required to comply with all state and federal child labor laws when it comes to the employment of minors. (See attached Child Labor Law Poster)**

This Certificate is to be issued only when the person applying has complied with compulsory School Laws, Title 70, Section 10 and has furnished legal proof of age as required by Title 40, Section 79, O.S. 1981. Send one (1) copy to the employer; mail, fax, or e-mail one (1) copy to the State Commissioner of Labor, Oklahoma City; and attach one (1) copy to the corresponding Application Form (No. 600) and retain these two (2) forms on file at the issuing office for five (5) years.

Name \_\_\_\_\_ (Minor) SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_  
(Including Zip Code)

#### Evidence of Age Accepted:

- ☐ Birth Certificate ☐ Certificate of Baptism showing date of birth and place of baptism ☐ Passport showing age of child  
☐ Certificate of arrival in the United States issued by U.S. Immigration Office showing age of child ☐ Life insurance policy at least one year old showing age of child  
☐ Certificate of Degree of Indian Blood (CDIB) showing date of birth

Student's Job Title Ride Assistant Industry Amusement Park

Hours worked: From 6 PM To 9 PM And on: ☐ Sun ☐ Mon ☒ Tues ☒ Wed ☒ Thurs ☒ Fri ☒ Sat  
(start) (finish)

Business Name Bartlesville Playground Association Business Telephone (918) 876-3279

Address of Employer 205 N. Cherokee, Bartlesville, OK 74003 Email Address kiddieparkbartlesville@gmail.com  
(Including Zip Code)

\_\_\_\_\_  
(Signature of Minor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Issuing Officer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School of Issuing Officer)

\_\_\_\_\_  
(Address of Issuing Officer)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(School email address)