

**WVDOL CHILD LABOR  
APPLICATION FOR SUPERVISION PERMIT  
304-558-7890, x163**

\*Age 14 & 15-while school is in session can work between the hours of 7 am and 7 pm-Summer employment until 9 pm, without a supervision permit obtained from BOE or WVDOL, call for eligibility. Approval of Supervision Permit allows child to work between the hours of 7:00 am and 11:00 pm. \*NOTE: This permit does not authorize employment contrary to the child-labor provisions of the Fair Labor Standards Act (FLSA) or any other Federal, State or local law. Federal child-labor law is more restrictive than West Virginia Law when extended hours/a supervision permit is requested. Federal U.S. Department of Labor can be reached at 1-866-4-USWAGE.

\*For 16 & older the hours are unrestricted; therefore no need to apply for a Supervision Permit.

APPLICANT'S NAME & AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street or Box Number)

\_\_\_\_\_  
(Town or City)

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

\_\_\_\_\_  
(Zip Code)

NAME/ADDRESS OF EMPLOYER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

JOB DUTIES & EQUIPMENT USED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK  
SURROUNDINGS: \_\_\_\_\_  
\_\_\_\_\_

Please state your reason for requesting permission to work after 7:00 p.m. and list the name(s) of the person(s) who will be responsible for your supervision.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF CHILD**

\_\_\_\_\_  
**DATE**

\*Enclose a copy of BOE recorded Work Permit with this application, to be forwarded to:

**WEST VIRGINIA DIVISION OF LABOR  
749 B BUILDING 6  
CAPITOL COMPLEX  
CHARLESTON, WEST VIRGINIA 25305  
ATTENTION OF: CHILD LABOR DEPARTMENT**

\*Upon receipt of this application/consideration for Supervision Permit, if approved the Supervision Permit will be mailed to the child's home address.

The Division of Labor processes your personal information for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business as needed to comply with State or Federal laws. If you have any questions about the Division of Labor's use of your personal information or would like a copy of the Division's complete privacy notice, please contact the Webmaster, Robert Bryant at [Robert.L.Bryant@wv.gov](mailto:Robert.L.Bryant@wv.gov) or the Division's Privacy Officer, John Junkins at [John.R.Junkins@wv.gov](mailto:John.R.Junkins@wv.gov).