

# ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

**WORK PERMIT MUST BE COMPLETED AND APPROVED BEFORE MINOR CAN BEGIN WORKING PER AS 23.10.332.**



**NOTICE:**

All information requested is required to process this work permit. Records of the Department are public records and may be subject to inspection and copying under AS 09.25.110-220 or be provided to other State agencies (See AS 44.99.310).

**Return permit to FAX number:**

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**INSTRUCTIONS:**

1. Employer to complete and sign *Section A*.
2. Parent or guardian to complete and sign *Section B*.
3. Send or fax work permit and LEGIBLE copy of proof of age to nearest Wage and Hour Administration office.

✓ Call nearest Wage & Hour Administration office if you have questions (see reverse of form for addresses, telephone and FAX numbers).

**Section (A) to be completed by EMPLOYER**

Name of Employer:		DBA/	
Employer's Local Mailing Address:		City	Zip
Location of Employment (Physical Address):		City	Zip
Duties to be Performed by Minor:		Tools, Equipment, Machinery to be Used by Minor:	
Do these duties involve being on a licensed premise where alcoholic beverages are consumed or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hourly Rate:	Pay Periods:
<p>HOURS OF WORK WILL BE RESTRICTED AS INDICATED BELOW. Place an X in applicable box:</p> <p> <input type="checkbox"/> 14-15 years old when school is in session, hours will be limited to a total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m., and total hours worked in one week will be limited to 23 hours.                 </p> <p> <input type="checkbox"/> 14-15 years old during school vacations, work hours will be limited to 40 hours per week and work will be performed only between the hours of 5 a.m. and 9 p.m.                 </p> <p> <input type="checkbox"/> 16-17 years old will not be employed more than six days in any week.                 </p> <p style="text-align: right;">✓ <b>SEE REVERSE SIDE - FEDERAL LIMITATIONS MAY BE MORE STRICT.</b></p>			
Alaska law prohibits working minor children under 18 years of age for more than five (5) consecutive hours without an unpaid break of at least 30 minutes. AS 23.10.350(c)			
I affirm and agree that such working conditions will be maintained and that all changes shall have the prior approval of the Commissioner of Labor & Workforce Development.			
Printed Name of Employer or Agent Acting for Employer		Signature	Telephone Number
			Date

**Section (B) to be completed by PARENT or GUARDIAN**

<b>PROOF OF CHILD'S AGE: YOU MUST PROVIDE ONE OF THE FOLLOWING DOCUMENTS OR A COPY THEREOF</b>		
<input type="checkbox"/> Driver's License or Permit, <input type="checkbox"/> State I. D., <input type="checkbox"/> Birth Certificate, <input type="checkbox"/> Passport, <input type="checkbox"/> Authenticated School Records, <input type="checkbox"/> Military I. D., <input type="checkbox"/> Baptismal Certificate,		
<input type="checkbox"/> An official signed statement of B.I.A. census records,		
<input type="checkbox"/> Other		(Specify)
Name of Minor:	Address:	Date of Birth:
I affirm that I am the legal guardian or parent of the above-named minor and that such minor has my consent to be employed in any occupation authorized by the Alaska child labor laws, Alaska Statutes 23.10.325-370.		
Signature of <input type="checkbox"/> Parent/Step Parent <input type="checkbox"/> Legal Guardian (Attach documentation)		Telephone Number
		Date

**Section (C) to be completed by the COMMISSIONER OF LABOR & WORKFORCE DEVELOPMENT**

<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED	Reason:
Department of Labor & Workforce Development Approving Authority:	
Date:	



Labor Standards & Safety Division  
Alaska Department of Labor & Workforce  
Development  
1111 West Eighth Street, Suite 302  
P. O. Box 20630  
Juneau, Alaska 99802-0630  
Phone: 465-4839  
FAX: 465-3584

Labor Standards & Safety Division  
Alaska Department of Labor & Workforce  
Development  
3301 Eagle Street, Suite 301  
P. O. Box 107021  
Anchorage, Alaska 99510-7021  
Phone: 269-4900  
FAX: 269-4915

Labor Standards & Safety Division  
Alaska Department of Labor & Workforce  
Development  
Regional State Office Building  
675 7th Avenue, Station J  
Fairbanks, Alaska 99701  
Phone: 451-2886  
FAX: 451-2885

✓ EMPLOYERS PLEASE NOTE:

**OCCUPATIONS PROHIBITED TO MINORS UNDER 18:**

1. Occupations in manufacturing, handling, or use of explosives.
2. Occupations of motor vehicle driver or helper (limited exceptions.)
3. Mining operations including coal.
4. Logging or occupations in the operations of any sawmill, lath mill, shingle mill or cooorage.
5. Operations of power-driven woodworking machines.
6. Occupations with exposure to radioactive substances and to ionizing radiation.
7. Occupations involving exposure to bloodborne pathogens.
8. Operation of elevators or other power-driven hoisting apparatus.
9. Operation of power-driven metal forming, punching, and shearing machines.
10. Occupations involving slaughtering, meatpacking or processing, or rendering.
11. Occupations involved in the operation and cleaning of power-driven bakery machines.
12. Occupations involved in the operation of power-driven paper products machines.
13. Occupations involved in the manufacture of brick, tile, and kindred products.
14. Occupations involved in the operation and cleaning of circular saws, band saws and guillotine shears.
15. Occupations involved in wrecking, demolition, and shipbreaking operations.
16. Occupations involved in roofing operations.
17. Occupations involved with excavation operations.
18. Electrical work with voltages exceeding 220, or outside erection or repair, and meter-testing, including telegraph and telephone lines.
19. Occupations involved in canvassing, peddling, door-to-door solicitation, or sales.

**IF UNDER 16, THESE OCCUPATIONS ARE ALSO PROHIBITED:**

1. Occupations in manufacturing, mining, or processing, including work rooms or places where goods are manufactured, mined, or otherwise processed.
2. Occupations involved in operation of hoisting or power-driven machinery other than office machines.
3. Operation of motor vehicle or service as helper on motor vehicle.
4. Public messenger service.
5. Occupations in or about canneries, seafood plants, including cutting, slicing, or butchering, or the operation of any floating plant and including loading or unloading.
6. Work performed in or about boilers, engine rooms, or retorts.
7. Work involved with maintenance or repair of the establishment's machines or equipment.
8. Occupations that involve working from window sills, ladders, scaffolds, or their substitutes.
9. Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repair of power-driven food slicers, grinders, choppers, cutters, and bakery-type mixers.
10. Work in freezers, meat coolers, or preparation of meat for sale.
11. Loading or unloading to and from trucks, railroad cars, or meat conveyors.
12. Occupations in warehouses except office and clerical work.
13. Occupations involving use of sharpened tools.
14. Occupations in transportation of persons or property, warehousing and storage, construction (including demolition and repair) except office or sales work in connection with these occupations.

The federal prohibition on the hours 14 and 15 year old minors may be allowed to work is stricter than Alaskan law. Due to this conflict, an employer of 14 or 15 year old minors may find that they are in compliance with State law, but in violation of federal law.

For example:

**State Law**

Children 14 and 15 years old may work:

1. A total of 9 hours of school and work combined in one day.
2. Only between the hours of 5 a.m. to 9 p.m.
3. No more than 23 hours per week outside of school hours (domestic work and babysitting excepted).
4. No more than 6 days per week.

**Federal Law**

Children 14 and 15 years old may only work:

1. Outside school hours.
2. No more than 40 hours in any one week when school is not in session.
3. Not more than 18 hours in any week when school is in session.
4. Not more than 8 hours in any one day when school is not in session.
5. Not more than 3 hours in any one day when school is in session.
6. Between 7 a.m. and 7 p.m. in any one day except during the summer (June 1 through Labor Day), when the evening hours will be 9 p.m.

There are certain exceptions to the federal law; for example, children in work-study programs through their schools are exempt from some or all of the hour restrictions. For further information on the federal law, contact the United States Department of Labor, Wage and Hour Division, 604 W. Fourth Avenue, Anchorage, Alaska 99501, Telephone: 271-2867.

**TITLE 4. ALCOHOLIC BEVERAGES**  
**ALASKA STATUTES**

Sec. 04.16.049. Access of persons under the age of 21 to licensed premises. (a) A person under the age of 21 years may not knowingly enter or remain in premises licensed under this title unless:

(1) accompanied by a parent, guardian or spouse who has attained the age of 21 years;

(2) the person is a least 16 years of age, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining; or

(3) the person is under the age of 16 years, is accompanied by a person over the age of 21 years, the parent or guardian of the underaged person consents, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining.

(c) Notwithstanding any other provision in this section, a person between 16 and 19 years of age may enter and remain within the licensed premises of a hotel, restaurant, or eating place in the course of employment if (1) the employment does not involve the serving, mixing, delivering, or dispensing of alcoholic beverages; (2) the person has the written consent of a parent or guardian; and (3) an exemption from the prohibition of AS 23.10.355 is granted by the Department of Labor & Workforce Development. The board, with the approval of the governing body having jurisdiction and at the licensee's request, shall designate which premises are hotels, restaurants, or eating places for the purposes of this subsection.

(d) Notwithstanding any other provision in this section, a person 19 or 20 years of age may be employed within the licensed premises of a hotel, restaurant or eating place, may enter and remain within those premises for the purpose of employment, but may not in the course of employment, sell, serve, deliver, or dispense alcoholic beverages. (3 ch 131 SLA 1980; 16 ch 28 SLA 1981; am 4-7 ch 109 SLA 1983)

**PULL-TABS**

15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.