Indiana Department of Labor

Employment Certificate
State Form 898 (R8 / 2-09)
(Employer's Copy)

VOID WITHOUT PROPER VALIDATION

Name of Minor			County Issued	Date of Birth	Sex	Date of Issue
Minor's Place of Birth	Is the minor enrolled in current school term or, if summer, last school term? Yes No		Is the student enrolled in a Vocational Education Program? Yes No		Is the minor home schooled? Yes No	Permit Number:
Employer Name			Type of Business			
Employer Street Address	Employer City		Zip Code	Minor's Specific Duties		
Employer Telephone Number	Approximate hours that minor will be scheduled to work:		Max. Hours/Day	Max. Days/Week	Max. Hours/Week	
Name of Parent or Guardian			Name of School Issuing Work Permit			
Parent or Guardian Street Address			I hereby certify I am a duly authorized issuing officer and that the above minor has appeared before me and presented valid proof of age and prospective employment.			
Parent City	Parent Zip					
Signature of Minor			Signature of Issuing Officer			

(Top Section - Retain for two years after minor terminates employment)

- (CUT) -

(Bottom Section - Send to issuing officer when minor terminates employment)

IMPORTANT INSTRUCTIONS TO EMPLOYER

Indiana law requires that the employer immediately complete and send this termination notice to the issuing officer if the minor terminates employment.

Failure to return this notice may result in a civil penalty.

Indiana Department of Labor

Termination Notice
State Form 898 (R8 / 2-09)

Name of Minor		Date Employment Terminated	Date of Issue	Permit Number
School Issuing Employment Certificate	School Phone Number	Name of Employer		
School Mailing Address		Employer Street Address		
School City	School Zip	Employer City	Employer Zip	
I hereby notify the issuing officer that this minor terminated employment with our business on the date above.		Signature of Employer's Representative		

For more information on Indiana's Child Labor Laws, please visit our website at www.in.gov/dol . You may also contact us by phone at (317) 232-2655 or by e-mail at childlabor@dol.in.gov .