

Congratulations on getting a job!

A [NH Youth Employment Certificate](#) (working papers) is required for any youth 12 to 15 years old. A parent/legal guardian **OR** a school official may sign and issue working papers. See [options below](#)

Option 1: Parent/legal guardian completes the NH Youth Employment Certificate. The school does not need a copy of the form. Parents must process the form as follows:

1. Provide a copy to the employer for their records
2. Provide a copy to the Department of Labor (address below)
3. Retain a copy for your records

Option 2: For working papers to be processed by the school, students must bring the following documents to the main office. The main office is open 7:30 - 3:00 (Mon-Fri) during the school year. During School vacations including summer, please visit our website for office hours.

1. Employer's Request for Child Labor - **required for all students**
2. Birth Certificate - **required for students not currently attending Pelham High School**
3. Student ID/Driver's License - **required for students not currently attending PHS**

Students 16 years of age and older must provide a letter of permission from a parent/guardian to the employer at the time that employment begins. [Parental Permission for Youth Ages 16-17](#)

If a student will be working in Massachusetts, please contact Dracut High School to obtain a Massachusetts Work Permit. P: 978- 957-1500

If you have any questions regarding the Youth Employment Certificate form or the youth employment laws, please feel free to contact the NH DOL Inspection Division:

- a. By email: inspectiondiv@dol.nh.gov
- b. By mail: NH Dept of Labor, PO Box 2076, Concord, NH 03302-2076
- c. By Phone 603-271-0127

RESOURCES

[NH Dept. of Labor Youth Employment Information](#)

[NH Youth Employment FAQs](#)

[NH Youth Employment Certificate for Ages 12-15](#)

[Parental Permission for Youth Ages 16-17](#)

[Employer's Request for Child Labor](#) (filled out by Employer)