

**APPLICATION FOR WORK PERMIT**  
**WHEN THE CHILD IS UNDER 14 YEARS OLD**

**EXPLANATION OF AN APPLICATION FOR WORK PERMIT**

According to Nevada law, a judge must give permission for a child under the age of fourteen to work in an area other than the home, a farm, or as a performer in a motion picture. In order to ask the judge for permission, the child's parent or legal guardian must complete an application and order for the judge to sign.

**YOU CAN USE THIS PACKAGE TO REQUEST THAT THE COURT GRANT PERMISSION FOR YOUR CHILD TO WORK IF:**

- You are the parent or legal guardian of the child;
- Your child is less than 14 years old;
- The job will not be as an actor in a motion picture or as a professional athlete

--Note: If the child's job is housework or farm work, you do not need to obtain the judge's permission.

**INSTRUCTIONS FOR AN APPLICATION FOR WORK PERMIT  
WHEN THE CHILD IS UNDER 14 YEARS OLD**

**\*\*\* IMPORTANT DISCLOSURE \*\*\***

**THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE SELF-HELP CENTER, EIGHTH JUDICIAL DISTRICT COURT, CLARK COUNTY, OR THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.**

**MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.**

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**I. EXPLANATION OF AN APPLICATION FOR WORK PERMIT**

- A. According to Nevada law, a judge must give permission for a child under the age of fourteen to work in an area other than the home, a farm, or as a performer in a motion picture. In order to ask the judge for permission, the child's parent or legal guardian must complete an application and order for the judge to sign.
- B. You can use this package to request that the Court grant permission for your child to work if:
- You are the parent or legal guardian of the child;
  - Your child is less than 14 years old;
  - The job will not be as an actor in a motion picture or as a professional athlete.

--Note: If the child's job is housework or farm work, you do not need to obtain the judge's permission.

- C. This package should contain the following documents:
- Instructions for an Ex Parte Application and Order for Work Permit;
  - Ex Parte Application for Work Permit and Affidavit of Parent;
  - Clark County Juvenile Justice Services Juvenile Work Permit Application;
  - Order to Issue Work Permit;
  - List of filing fees;
  - Juvenile Work Permits Information Sheet; and
  - Customer survey.

## II. STEP 1: PREPARE YOUR PAPERWORK

**NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY.**

### A. THE CAPTION:

1. The "caption" is the portion of your document which assists the Court in identifying your particular case. It is the part of the page that has the words "In the matter of:" Generally, this caption will be the same throughout the entire case and will be on every document filed in the case. In this package, the caption is on the: (a) Ex Parte Application, and (b) Order to Issue Work Permit.

### B. THE EX PARTE APPLICATION FOR WORK PERMIT AND AFFIDAVIT OF PARENT:

1. This is the document that tells the judge what type of job your child will have and why you want the judge to give permission for your child to work.
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the child's name, date of birth and age on the blanks in the caption. Leave the case number line blank. Your case will receive a case number when

after the judge has reviewed the paperwork.

4. The Application uses a fill-in-the-blank format. The Application will tell you what information you need to put into the blank. Please be sure to check the applicable box on the first page of the application.
5. The application must be signed in front of a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until your paperwork is notarized.**

C. THE CLARK COUNTY JUVENILE JUSTICE SERVICES JUVENILE WORK PERMIT APPLICATION:

1. This form will assist Juvenile Justice Services in processing your work permit request. **Please read this form carefully because you must have certain documents before your request can be forwarded to the judge.**
2. The form uses a fill-in-the-blank format. The form will tell you what information needs to go in the blanks. Sign and date the form on the bottom of the page.

D. THE ORDER TO ISSUE WORK PERMIT:

1. The Order is the document the judge signs to show that he/she is allowing your child to work.
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the child's name, date of birth and age on the blanks in the caption. Leave the case number line blank. Your case will receive a case number after the judge has reviewed the paperwork.
4. The Order uses a fill-in-the-blank format. The Order will tell you what information you need to put into the blank.
  - a. Leave paragraph "f" blank. The judge will decide whether other conditions apply when he/she reviews the application.
  - b. Leave the lines after "DATED this" blank. The judge will complete this when he/she signs the Order.

### III. **STEP 2: GIVE YOUR PAPERWORK TO THE JUVENILE JUSTICE SERVICES PAYMENT CENTER**

- A. Make one copy of the following documents:
- Ex Parte Application for Work Permit and Affidavit of Parent;
  - Clark County Juvenile Justice Services Juvenile Work Permit Application;
  - Order to Issue Work Permit;
- B. You will also need to bring proof your child's age. You can use any of the following documents to do this: 1) Birth Certificate; 2) DMV Id Card, Driver's License or Learner's Permit; 3) Military ID card; 4) US Passport; 5) Immigration Green Card; 6) Baptismal Certificate; or 7) School transcript. **(Note: School Ids are not accepted as proof of the child's age.)**
- C. If your child is not attending school or is being home schooled, you must bring a "Letter of Exemption" from the Home School Office.
- D. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on each original document. The Self-Help Center has a two-hole punch and stamp that you can use.
- E. Take all of the completed documents, proof of the child's age and the Letter of Exemption (if applicable) to the "Payment Center" window at the Department of Juvenile Justice. This window is located on the first floor of the Juvenile Justice Services Administration Building (#601A). The building is in the Family Court building complex, on the south side of the open-air walkway between the security scanners and the court house.
- F. Tell the person at the payment window that you want a work permit for a child who is less than 14 years old. Someone will review your paperwork with you.

### IV. **STEP 3: THE COURT'S REVIEW OF YOUR REQUEST FOR A WORK PERMIT**

- A. The Payment Center will take your paperwork to the judge.
- B. The judge will review your paperwork. If it is approved, the judge will sign the Order to allow your child to work. If you need to make some corrections, the judge's staff will put a note on your papers to tell you how to correct them. If the judge decides to deny your request, he will put a line or write "denied" on the Order. It usually takes about one week from the time that you give your papers to the Payment Center until

the judge has reviewed them. The judge will return your paperwork to the Payment Center after a decision has been made. The Payment Center will call you when it receives the paperwork from the Judge.

**V. STEP 4: PICK UP YOUR PAPERWORK FROM THE PAYMENT CENTER WINDOW**

- A. You will receive a call from the Payment Center when your paperwork is ready to be picked up.
1. If the judge granted your request, you will need to:
    - Pick up your paperwork from the Payment Center window.
    - Go to the Clerk's Office's "Legal Filing" window. Pay the filing fee and file the Ex Parte Application and the Order. A list of filing fees is in this packet.
    - Return to the Payment Center window at the Department of Juvenile Justice, pay the permit fee and get the work permit card. As of August, 2006, the permit fee is \$1.00.
  2. If the judge needs more information or the paperwork needs correction you will need to:
    - Pick up your paperwork from the Payment Center window.
    - Make the corrections requested by the judge. (A note will be attached to your paperwork telling you what corrections are needed.)
    - Go through Steps 2 and 3, above.
  3. If the judge denied your request, you do not need to do anything else.

1 EXWP  
2 (Your name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 \_\_\_\_\_  
5 (Telephone) \_\_\_\_\_

In Proper Person

6 DISTRICT COURT  
7 JUVENILE DIVISION  
8 CLARK COUNTY, NEVADA

9 In the matter of: \_\_\_\_\_ )  
10 \_\_\_\_\_ )  
11 (child's full name) \_\_\_\_\_ )  
12 Child's Date of Birth: \_\_\_\_\_ )  
13 A Minor Being \_\_\_\_\_ Years of Age. \_\_\_\_\_ )  
14 \_\_\_\_\_ )

CASE NO.: D \_\_\_\_\_

DEPT NO.: A

15 **EX PARTE APPLICATION FOR WORK PERMIT AND AFFIDAVIT OF PARENT**

16 **APPLICATION**

17 (Your name) \_\_\_\_\_, in Proper Person, the (check  
18 one)  mother/  father/  legal guardian of the above-named minor, hereby submits this Ex  
19 Parte Application for Work Permit pursuant to NRS Chapter 609, and requests that this Court  
20 grant the minor permission to work.

21 DATED this (day) \_\_\_\_\_ day of (month) \_\_\_\_\_, (year) \_\_\_\_\_.

22 Respectfully submitted:

23 (Your signature) \_\_\_\_\_  
24 (Your name) \_\_\_\_\_  
25 (Address) \_\_\_\_\_  
26 (Telephone) \_\_\_\_\_

In Proper Person

**AFFIDAVIT**

STATE OF NEVADA        )  
  ) ss:  
COUNTY OF CLARK        )

I (your name) \_\_\_\_\_ state the following facts under penalty of perjury:

1. I am the (check one)  mother,  father,  legal guardian of (child's name)

\_\_\_\_\_.

2. The child resides in Clark County, Nevada.

3. The child is being offered employment by (employer's name and address)

\_\_\_\_\_.

The child's direct supervisor will be (name) \_\_\_\_\_ and his/her telephone number is \_\_\_\_\_ Employment is expected from (beginning date) \_\_\_\_\_ until (approximate ending date) \_\_\_\_\_.

4. That the child's duties at work will be \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. That the child's work hours will be \_\_\_\_\_

6. That the child wants this job because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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///





1 ORDR  
2 (Your name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 \_\_\_\_\_  
5 (Telephone) \_\_\_\_\_

In Proper Person

6 DISTRICT COURT  
7 JUVENILE DIVISION  
8 CLARK COUNTY, NEVADA

9 In the matter of: \_\_\_\_\_ )  
10 \_\_\_\_\_ )  
11 (child's full name) \_\_\_\_\_ ) CASE NO.: D \_\_\_\_\_ )  
12 Child's Date of Birth: \_\_\_\_\_ )  
13 A Minor Being \_\_\_\_\_ Years of Age. \_\_\_\_\_ ) DEPT NO.: A  
14 \_\_\_\_\_ )

15 **ORDER TO ISSUE WORK PERMIT**

16 This matter having come before the Court pursuant to the ex parte application for work  
17 permit submitted by (your name) \_\_\_\_\_ requesting that (child's  
18 name) \_\_\_\_\_, a child under 14 years of age, to be employed,  
19 and the Court having determined that the work will not be dangerous or injurious to the life or  
20 limbs, or injurious to health or morals, of the minor, and having determined that the work will be  
21 in the best interests of the minor;

22 IT IS HEREBY ORDERED that the minor shall be permitted to be employed as a (title of  
23 position) \_\_\_\_\_ by (name and address of employer) \_\_\_\_\_  
24 \_\_\_\_\_

25 IT IS FURTHER ORDERED that the following conditions apply to minor's  
26 employment:

27 a. The minor shall be able to work a maximum of three (3) hours on a school day,  
28 Monday through Friday, and a maximum of eighteen (18) hours during a school week;

1 b. The minor shall be able to work a maximum of eight (8) hours a day on a non-  
2 school day, and a maximum of forty (40) hours in a non-school week;

3 c. The employment cannot conflict with the hours in which public schools of the  
4 Clark County School District are in session unless the child has been excused from attendance by  
5 the Clark County School District;

6 d. The minor shall work only between the hours 7:00 a.m. and 7:00 p.m. except from  
7 June 1 through Labor Day, when the child may work between the hours of 7:00 a.m. and 9:00  
8 p.m.

9 e. The minor shall not work in any capacity that violates federal or state law or in  
10 any occupation that has been declared hazardous by the Secretary of Labor for the United States.

11 f. Other: \_\_\_\_\_  
12 \_\_\_\_\_  
13 \_\_\_\_\_

14 DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

17 \_\_\_\_\_  
DISTRICT COURT JUDGE

18 Respectfully submitted:

19 (Your signature) \_\_\_\_\_

20 (Your name) \_\_\_\_\_

21 (Address) \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_

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

In Proper Person

## Clark County Juvenile Justice Services Juvenile Work Permit Application

To obtain a Work Permit the following requirements must be met:

- Work Permits are required for juveniles 14 to 18 years of age.
- You must obtain a work permit every time you change your job until you reach the age of 18 yrs.
- You must have written permission from your parent or legal guardian (*with legal proof of guardian*) for every new application.
- Foreign-born individuals must provide an Immigration Green Card or a U.S. Dept. of State born abroad birth certificate.
- You **must have a job or the promise of a job.** (*Work permit is issued to where you will work*)
- You must provide **any one** of the following for legal proof age:
  - Birth Certificate
  - Department of Motor Vehicle – I.D. Card, Driver’s License or Learner’s Permit Exp. Date: \_\_\_\_\_
  - Military I.D. Card Exp. Date: \_\_\_\_\_
  - US Passport #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
  - Immigration Green Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
  - Baptismal Certificate
  - School Transcript (***No School I.D.’s permitted***)
- You must have your Social Security Number.
- If not attending school for any reason or being home schooled you *must* have a *Letter of Exemption* from Home School Office - 2701 E. St. Louis, Las Vegas, NV (799-8636)
- **\$1.00** fee for Work Permit.

### **PRINT ALL INFORMATION AND FILL OUT COMPLETELY**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Type of Job: \_\_\_\_\_

Location or Cross Streets: \_\_\_\_\_

Work Hours – Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
(**Ages 16–17** if you don’t know the work hours, **Parent** please provide **Latest Hour** you will allow minor to work)

Parents/Legal Guardian Name: \_\_\_\_\_

I, \_\_\_\_\_ Parent or Legal Guardian of \_\_\_\_\_

Give him/her permission to work at \_\_\_\_\_

Date: \_\_\_\_\_ Signed by \_\_\_\_\_

**Circle who signed** (Mother / Father / Legal Guardian Name-Need Court Papers / See Note or Letter)

## **Servicios Juveniles del Condado de Clark**

### **Solicitud De Permiso Para Trabajo Juvenil**

Para obtener permiso de trabajo para menores de edad se requiere lo siguiente:

- Se requiere permiso de trabajo para jóvenes de 14 a 18 años de edad.
- Se requiere nuevo permiso de trabajo para cada vez que se obtenga nuevo empleo, hasta la edad de 18 años.
- Se requiere la firma de los padres o tutores (con prueba de custodia legal) por cada nueva solicitud.
- Si no nacio en Los Estados Unidos se necesita presentar la tarjeta de inmigracion o certificado de ciudadanía.
- Necesita tener un trabajo o la promesa de un trabajo para obtener el certificado de trabajo (permiso de trabajo es emitido al lugar de empleo).
- Usted debe presentar prueba de edad con uno de lo siguiente:
  - Acta de nacimiento de Los Estados Unidos.
  - Departamento de Vehiculos – Tarjeta de identificacion del estado de Nevada, Licencia de conducir del Estado de Nevada, Permiso de conducir del estado de Nevada.
  - Cartilla militar de los Estados Unidos.
  - Tarjeta de Inmigracion de los Estados Unidos / Pasaporte de los Estados Unidos / Certificado de Ciudadania de los Estados Unidos.
  - Certificado bautismal de los Estados Unidos.
  - Transcripcion de la escuela del estado de Nevada (*No se permite tarjeta de identificacion de la escuela*).
- Usted debe de tener su numero de Seguro Social de los Estados Unidos.
- Si no asiste a una escuela por cualquier razon o si asiste Escuela en el Hogar, usted debe tener una carta de excepcion de la Oficina de Escuela del Hogar – 2701 E. St Luis, Las Vegas, NV – (702) 799 – 8636.
- \$1.00 por el costo del permiso de trabajo.

### **Llene la Forma Completamente Con Letra de Molde**

Nombre: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_ Edad: \_\_\_\_\_

Domicilio: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_Codigo: \_\_\_\_\_ Tele: \_\_\_\_\_

Lugar de Nacimiento: \_\_\_\_\_ Sexo: \_\_\_\_\_ Nacionalidad: \_\_\_\_\_

Escuela: \_\_\_\_\_ Grado: \_\_\_\_\_ Numero de Seguro: \_\_\_\_\_

Lugar del Empleo: \_\_\_\_\_ Tipo de Trabajo: \_\_\_\_\_

Cruzero Principal: \_\_\_\_\_

Horario de empezar trabajo: \_\_\_\_\_ Terminar: \_\_\_\_\_

Nombre de Los Padres oTutores: \_\_\_\_\_

Yo \_\_\_\_\_ Madre/Padre o Guardian Legal de \_\_\_\_\_

Permiso a mi hijo or hija para trabajar en \_\_\_\_\_

Fecha: \_\_\_\_\_ Firma: \_\_\_\_\_

Madre/Padre/Guardian Legal/Nota o carta Firmada de permiso

**EIGHTH JUDICIAL DISTRICT COURT  
CLARK COUNTY, NEVADA  
FAMILY COURT COVER SHEET**

CASE NO. \_\_\_\_\_ (To be assigned by the Clerk's Office)

**Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?**

YES       NO

**If yes, complete the other side of this form**

PARTY INFORMATION (Please Print)

Plaintiff/Petitioner		Defendant/Respondent/Co-Petitioner/Ward/Decedent	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Home Address:		Home Address:	
City, State, Zip:		City, State, Zip:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Attorney Information		Attorney Information	
Name:	Bar No.:	Name:	Bar No.:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

(Check one box only for the type of case being filed with this cover sheet)

DOMESTIC	OTHER DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP	PROBATE
<p align="center"><b>Marriage Dissolution</b></p> <input type="checkbox"/> Annulment <input type="checkbox"/> Divorce –No minor child(ren) <input type="checkbox"/> Divorce –With minor child(ren) <input type="checkbox"/> Foreign Decree <input type="checkbox"/> Joint Petition –No minor child(ren) <input type="checkbox"/> Joint Petition – With minor child(ren) <input type="checkbox"/> Separate Maintenance	<input type="checkbox"/> Adoption –Minor <input type="checkbox"/> Adoption –Adult <input type="checkbox"/> Child Custody (Non-Divorce) <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Support - Other <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Visitation (Non-Divorce) <input type="checkbox"/> Other (identify) _____	<p align="center"><b>Guardianship of an Adult</b></p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <p align="center"><b>Guardianship of a Minor</b></p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <input type="checkbox"/> <b>Guardianship Trust</b>	<input type="checkbox"/> Summary Administration <input type="checkbox"/> General Administration <input type="checkbox"/> Special Administration <input type="checkbox"/> Set Aside Estates <input type="checkbox"/> Trust/Conservatorships <input type="checkbox"/> Individual Trustee <input type="checkbox"/> Corporate Trustee <input type="checkbox"/> Other Probate
MISC. JUVENILE PETITIONS	IV-D CHILD SUPPORT PETITIONS		
<input type="checkbox"/> Work Permit <input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA	<input type="checkbox"/> Child Support In State IV-D	

List children involved in this case (If more than 3 children, please enter the information on the reverse side)

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				

\_\_\_\_\_  
Printed Name of Preparer

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

**Supply the following information about any other proceeding (check all that apply):**

- Divorce   
  Temporary Protective Orders (TPO)   
  Custody/Child Support  
 UIFSA/URESAs   
  Paternity   
  Juvenile Court   
  Other

Please Print

List full name of all adult parties involved			Case number of other proceeding(s)	Approximate date of last order in other proceeding(s)
Last Name	First Name	Middle Name		
1.				
2.				
3.				
4.				

If children were involved (other than those listed on front page), please provide:

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
4.				
5.				
6.				
7.				
8.				

**THIS INFORMATION IS REQUIRED BY**  
**NRS 3.025, NRS 3.223, NRS 3.227, NRS 3.275,**  
**NRS 125.130, NRS 125.230,**  
**And will be kept in a confidential manner by the Clerk's Office.**