



TEXAS WORKFORCE COMMISSION LABOR LAW SECTION

101 East 15th Street, Room 514, Austin, Texas 78778

Information about Certificate of Age

If a prospective or current employer asks a child, ages 14 to 17, to furnish a Certificate of Age, the certificate may be obtained from the Texas Workforce Commission. To obtain a certificate, provide the following information to the Texas Workforce Commission, Labor Law Section, 101 East 15th Street, Room 514, Austin, Texas 78778-0001:

1. Completed application (below).
2. Any one of the following (copies preferred) as proof of age :
 - a. Birth Certificate
 - b. Baptismal Certificate showing date of birth
 - c. Life insurance policy insuring the life of the child and reflecting the date of birth.
 - d. Passport or certificate of arrival in the United States issued not more than one year prior to the date of application for certificate, OR
 - e. A school record or school census record of age with sworn parental statement and physician's Certificate of Age.
3. An ORIGINAL of a recent photograph, full face and head shot, approximately 1½ inches by 1½ inches (color or black and white).

Legible **copies of documents** are preferred instead of original documents. Any original documents will be returned with the identification card. If you have any questions about the Certificate of Age or the child labor provisions of the Texas Labor Code, please call **800-832-9243** (TDD 800-735-2989) or 512-475-2670.

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Labor Law Section, 101 E. 15th St., Rm. 514, Austin, TX 78778-0001, (512) 475-2670. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Texas Workforce Commission Application for Certificate of Age

IMPORTANT: Complete this form carefully. Print or write plainly. No Certificate of Age will be issued until a completed application form, photograph and appropriate documentary proof of age have been received.

1. Name (<i>First, Middle, Last</i>)		2. Sex: Male Female <input type="checkbox"/> <input type="checkbox"/>	
3. Address		4. City	5. State 6. Zip Code
7. Home Telephone Number ()	8. Social Security Number (<i>optional</i>)	9. Date of Birth (<i>Month, Day, Year</i>)	
10. Place of Birth (<i>City, State</i>)	11. Father's full name	12. Mother's full name	
<p>13. If for any reason other than marriage, your last name as shown on this application is not the same as that shown on the documentary proof of date of birth attached to this application, please indicate when your name was changed and where this change is recorded (i.e. court records, school records, etc.).</p> <p>14. The following must be completed in order to process your application: ___ Application completed and signed ___ Proof of age enclosed ___ Original photograph enclosed</p> <p>15. If school records are submitted as proof of age, they MUST include ALL of the following:</p> <ol style="list-style-type: none"> a. Sworn parental statement b. Physician's certificate of age c. School census record of age 			
_____ Signature of parent, guardian, or person having custody		_____ Date	