

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 *****

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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.

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.

**CLARK COUNTY FAMILY LAW
SELF-HELP CENTER
SURVEY**

8/1/05

Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.

Date _____ Zip Code _____

How many times have you visited the Center? First visit 2 3 4 5 or more

What is the general description of your legal actions: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Divorce without children | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> Guardianship of a child | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Guardianship of an adult | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of child support | |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change | |
| <input type="checkbox"/> Other: _____ | | |

Are you starting or responding to a legal action?

- Starting Responding
 Other: _____

What services are you seeking from the Self-Help Center? (Check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms | | | <input type="checkbox"/> Notary services |
| <input type="checkbox"/> Other: _____ | | | |

How did you hear about the Self-Help Center? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider | <input type="checkbox"/> Attorney | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Social services provider | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bar Association | <input type="checkbox"/> Website |

Are you aware that our forms are available on the internet? Yes No

Do you already have your documents? Yes No

If yes, where did you get your documents?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office | <input type="checkbox"/> Attorney | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library | |
| <input type="checkbox"/> Other website | <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other: _____ | | |

Have you consulted an attorney regarding your case? Yes No

If no, why did you not hire an attorney? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent | <input type="checkbox"/> I do not know any attorneys |
| <input type="checkbox"/> Case refused by an attorney | |
| <input type="checkbox"/> Other: _____ | |

Have you consulted a paralegal regarding your case? Yes No

If no, why did you not hire a paralegal? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal | | |
| <input type="checkbox"/> Other: _____ | | |

Please complete other side...

Please tell us a little about yourself...

Age Under 18 18 - 30 31 - 40 41 - 50 51 - 59 60 or older

Sex Male Female

Race: (Check the one that primarily applies)

- White American-Indian Asian
 African-American Hispanic
 Other: _____

What language is spoken in your home?

- English Spanish
 Other: _____

How many children under the age of 18 live in your home? 0 1 - 2 3 - 4 5 or more

Your gross monthly income is:

- Below \$500 \$1000 - \$1,999 \$3,000 - \$3,999 \$5,000 or more
 \$500 - \$999 \$2,000 - \$2,999 \$4,000 - \$4,999

Are you currently receiving public assistance? Yes No

If yes, what type of assistance are you receiving?

- SSI TANF Medicare Medicaid Food stamps
 Other: _____

What is your highest level of education?

- No high school High school graduate Post graduate work
 Some high school Some college
 GED certificate College graduate

Do you feel more able to represent yourself than before you visited the Self-Help Center? Yes No

Were you treated courteously at the Self-Help Center? Yes No

How would you evaluate the services offered by the Center?

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us how we can improve our services or any other comments. _____

Thank You for Your Feedback!

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) _____) CASE NO.: D _____)
12 Child's Date of Birth: _____)
13 A Minor Being _____ Years of Age.) DEPT NO.: A)
14 _____)

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
23 Respectfully submitted:
24 (Your signature) _____
25 (Your name) _____
26 (Address) _____
27 (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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///

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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;

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 jovenes 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 ciudadania.
- 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