



## CERTIFICATE OF AGE

### TWC Wage and Hour Department

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#### INSTRUCTIONS

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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 Texas Workforce Commission (TWC). To get a certificate, send all the following information to TWC. Send clear **copies of documents**. Original documents will NOT be returned.

1. Completed application (below).
2. Any **one** of the following as proof of age (Copies Only. DO NOT send originals.):
  - a. Birth Certificate
  - b. Baptismal Certificate showing date of birth
  - c. Life insurance policy insuring the life of the child and showing 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 this application, OR
  - e. A school record or school census record of age with sworn parental statement and physician's Certificate of Age
3. A passport sized photograph of the child. Must be recent, full face and head shot, approximately 1½ inches by 1½ inches (color or black and white).

**Send completed forms, inquiries, or corrections to this form to:**

TWC – Wage and Hour department  
101 E. 15th St., Rm. 514  
Austin, TX 78778-0001

For questions about the form or child labor provisions of the Texas Labor Code, call **800-832-9243** (TDD 800-735-2989) or 512-475-2670.

Individuals may receive and review information that TWC collects about the individual by contacting TWC Open Records. See [www.twc.texas.gov/services/open-records](http://www.twc.texas.gov/services/open-records).

## APPLICATION FOR CERTIFICATE OF AGE

### TWC Wage and Hour Department

<b>IMPORTANT:</b> Complete this form carefully. Print or write plainly.			
Name of Child (First, Middle, Last)		Child's Social Security Number ( <i>optional</i> )	
Child's Primary Address		City	State
Child's Date of Birth (MM/DD/YYYY)		Child's Place of Birth ( <i>City, State</i> )	Parent/Guardian's Phone Number (      )
Parent/Guardian's Email Address	Father's full name	Mother's full name	
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.).			
<b>I understand I must send the following to TWC:</b>  <input type="checkbox"/> <b>Completed and signed application form</b>  <input type="checkbox"/> <b>Proof of age document</b>  <input type="checkbox"/> <b>Photograph</b>		If school records are submitted as proof of age, they <b>MUST</b> include <b>ALL</b> the following:  <ul style="list-style-type: none"> <li>Sworn parental statement</li> <li>Physician's certificate of age</li> <li>School census record of age</li> </ul>	
<div style="border-bottom: 1px solid black; width: 100%;"></div>		<div style="border-bottom: 1px solid black; width: 100%;"></div>	
Signature of parent, guardian, or person having custody		Date	