

State of Connecticut Working Papers

Per the State of Connecticut Working Papers Manual:

The purpose of the certificate of age as outlined in Sec. 10-193 of the Connecticut General Statutes is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations that are acceptable under the law.

Connecticut issues the Certificate of Age Form ED-301 to: minors 16 and 17 years of age who desire nonhazardous jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment; minors 15 years of age who desire nonhazardous jobs in any mercantile establishment; and minors over 14 years of age who wish to work as a caddie or in a pro shop at any municipal or private golf course.

The Certificate of Age Form ED-301 is used as a verification of a minor's legal age for employment purposes. The superintendent of schools of any local or regional school district or an agent designated by the superintendent shall issue the Certificate of Age Form ED-301 to any resident minor who desires employment and has met all the requirements for being issued a Certificate of Age Form ED-301. This employment certification is also commonly referred to as "working papers."

Criteria for Issuing an ED-301 Certificate

A minor who is requesting working papers must:

1. Appear in person at the school district's board of education or superintendent's office
 - a. It is always a good idea to call in advance of visiting due to vacations and holidays (860.822.8264 ext. 107 or ext. 109)
2. Be over 16 years of age*
3. Have authentic evidence of age (i.e. birth certificate, driver's license, baptismal certificate, etc.)
4. Written promise of employment
 - a. Signed by the prospective employer
 - b. Indicate job duties
 - c. Include employer's full name and address

** Note: Under certain conditions and specific circumstances, a Certificate of Age Form ED-301 may be issued to a minor who has reached the age of 14 to be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course or to a minor who has reached the age of 15 for employment in any mercantile establishment as a bagger, cashier or stock clerk only. For further information, please refer to Section 31-23(b)(1) of the Connecticut General Statutes found in Appendix H.*

Other required information:

1. Is the minor attending school? Yes or No
2. Minor's home address
3. Head of household at above address (parent \ guardian) and relationship to minor