

Variance Application Instructions

The Department can accept only those Variance Applications that have been completed in full. Any applications not completed in full will be returned to the employer for completion. Following are some guidelines for completing the form:

1. The complete Uniform Business Identifier (UBI) number from the Master Business License for the business location where the minor will be working.
2. The complete business name and mailing address as shown on the Master Business License.
3. If the minor is working at a business location *other than the mailing address*, please let us know the location. We must have the UBI number on this application for the *location* where the minor is working.
4. We must have the complete name, address, and birth date of the minor(s) for which this variance is requested. If it is a blanket variance for any minor hired at this location, please specify.
5. For which section of the minor work regulations are you seeking a variance? Examples include: "027" =Hours of Work; "030" = Prohibited & Hazardous Employment.
6. List the specific details of the variance request, for example, work more hours, work earlier or later hours, duties, etc. Please list the specific shifts, total number of hours each day, total number of hours each week, or specific prohibited duties, etc., that you wish the minor(s) to work.
7. Explain briefly the reasons (good cause) for this variance request, such as, minor is self-supporting and needs additional hours, longer hours required to meet business needs, etc. Also, please indicate if the minor is attending school and his or her school hours.

Note: The Department of Labor and Industries will not approve a variance that conflicts with federal child labor laws. If you have questions regarding coverage under federal law, please call the U. S. Department of Labor toll-free at (866) 487-9243.

Variance Applications and Parent/School Authorization forms may be faxed to (360) 902-5300. If you would like the approved Variance Certificate faxed back to your business, please state so on your cover sheet.