



Department of  
Labor and Industry

# DOLI Quick Start – Child Labor Application Portal Guide



VIRGINIADOLI



VA\_LABORINDUSTRY



VIRGINIADOLI



VA-DOLI





# Youth Portion – Self Service Landing Page

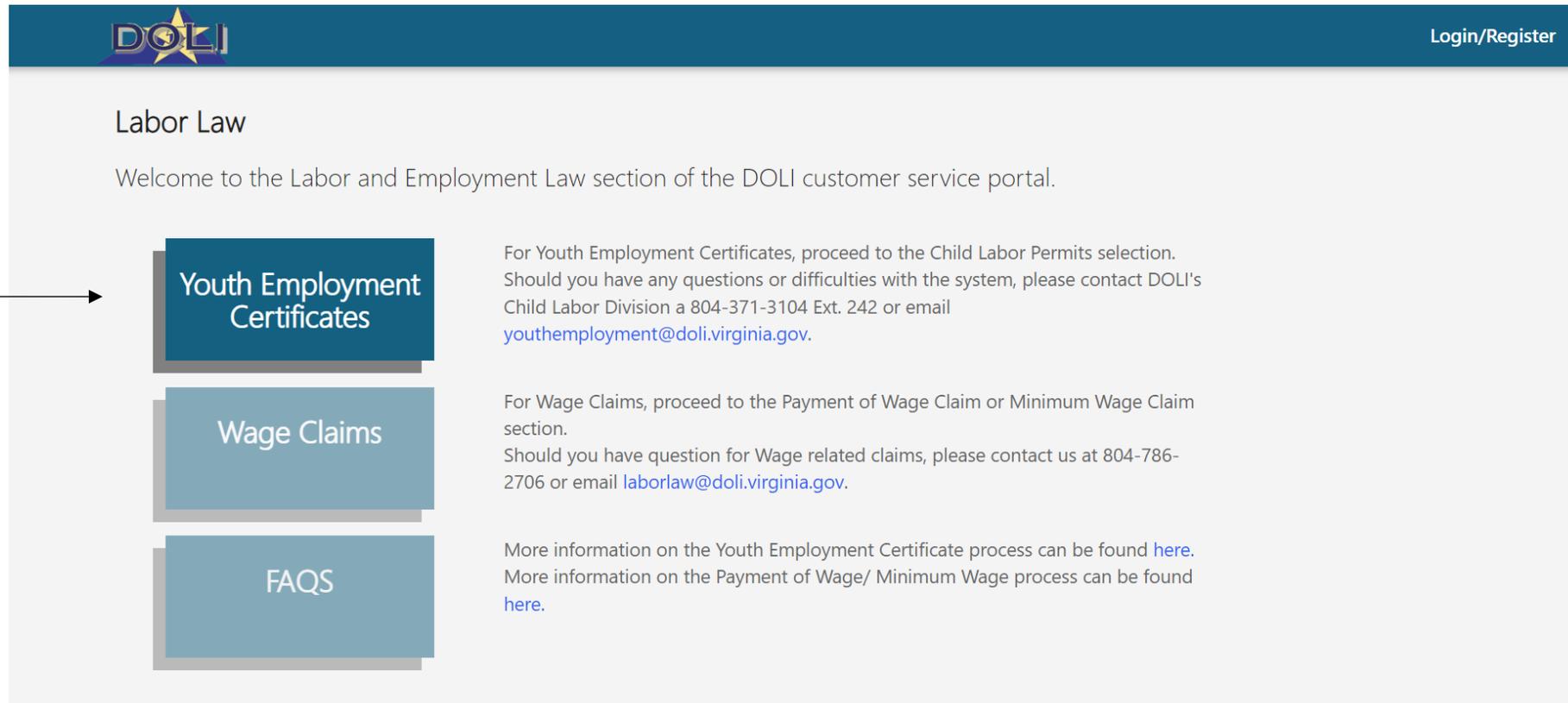
1. Navigate to Labor & Employment Law by clicking photo tile or selecting "Request a Child Labor Employment Certificate" from the drop down





# Youth Portion – Labor Law Page

## 2. Select Youth Employment Certificates



The screenshot shows the DOLI Labor Law portal. At the top left is the DOLI logo, and at the top right is a "Login/Register" link. The main heading is "Labor Law", followed by a welcome message: "Welcome to the Labor and Employment Law section of the DOLI customer service portal." Below this are three menu items: "Youth Employment Certificates", "Wage Claims", and "FAQS". The "Youth Employment Certificates" item is highlighted with a dark blue background and has a black arrow pointing to it from the left. To the right of each menu item is a short description and contact information.

**Youth Employment Certificates**

For Youth Employment Certificates, proceed to the Child Labor Permits selection. Should you have any questions or difficulties with the system, please contact DOLI's Child Labor Division a 804-371-3104 Ext. 242 or email [youthemployment@doli.virginia.gov](mailto:youthemployment@doli.virginia.gov).

**Wage Claims**

For Wage Claims, proceed to the Payment of Wage Claim or Minimum Wage Claim section. Should you have question for Wage related claims, please contact us at 804-786-2706 or email [laborlaw@doli.virginia.gov](mailto:laborlaw@doli.virginia.gov).

**FAQS**

More information on the Youth Employment Certificate process can be found [here](#). More information on the Payment of Wage/ Minimum Wage process can be found [here](#).



# Youth Portion – Certificate Application Page

## 2. Select Youth Application to begin process

- Note: This section should be completed by the youth desiring employment



The screenshot shows the top navigation bar with the DOLI logo and a 'Login/Register' link. The main heading is 'Welcome to the Employment Certificate Application System'. Below this is a disclaimer: 'You are accessing a Commonwealth of Virginia System. Unauthorized use is strictly prohibited. Usage may be monitored, recorded or audited AND indicates consent to these requirements.' On the left, three horizontal buttons represent the application steps: '1. Youth Application' (green), '2. Employer Registration' (purple), and '3. Legal Guardian Approval' (blue). An arrow points to the first button. On the right, three grey boxes provide additional information: 'Youth Employment Certificate Instructions Overview', 'Youth Employment Law FAQ', and 'Child Labor Unit Dept (804) 371 - 3104 Extension 242'.



# Youth Portion – Youth Application

## 3. Youth completes all fields, signs and submits

Child Employment Certificates

Child Employment Application

- Youth Information
- Youth Instructions

### Page 1 - Youth Information

Who will be your employer? \*

What is your date of birth? \*

Gender \*

Youth First Name \*

Youth Middle Name (if no middle name enter NMN) \*

Youth Last Name \*

Youth Suffix

Youth Email \*

Youth Verify Email \*

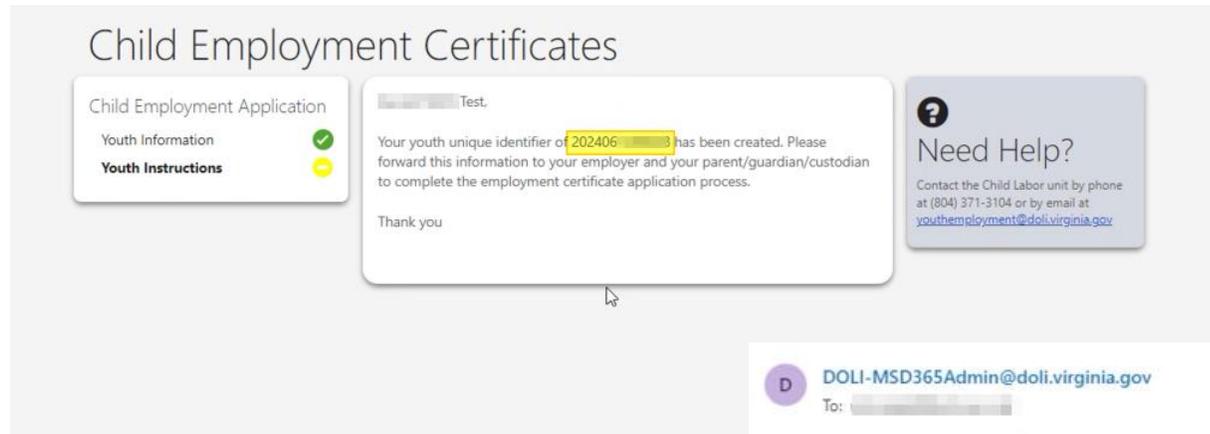
**Need Help?**  
Contact the Child Labor unit by phone at (804) 371-3104 or by email at [youthemployment@doli.virginia.gov](mailto:youthemployment@doli.virginia.gov)



# Youth Portion – Submission

## 4. Send Youth ID to Employer

- A confirmation email will be sent to the registered email





# Employer Portion - Login

- 5. Employer accesses portal, logs in/registers and navigates to My Applications tab
  - Select New Application

If you are a new customer, please select Register to create an account. If you are a returning customer, please continue to login.

[Sign in](#) [Register](#)

Sign in with a local account

\* Username

\* Password

Remember me?

[Sign in](#) [Forgot your password?](#)

## My Applications

[Add Worksites](#) [New Application](#) [Create](#)

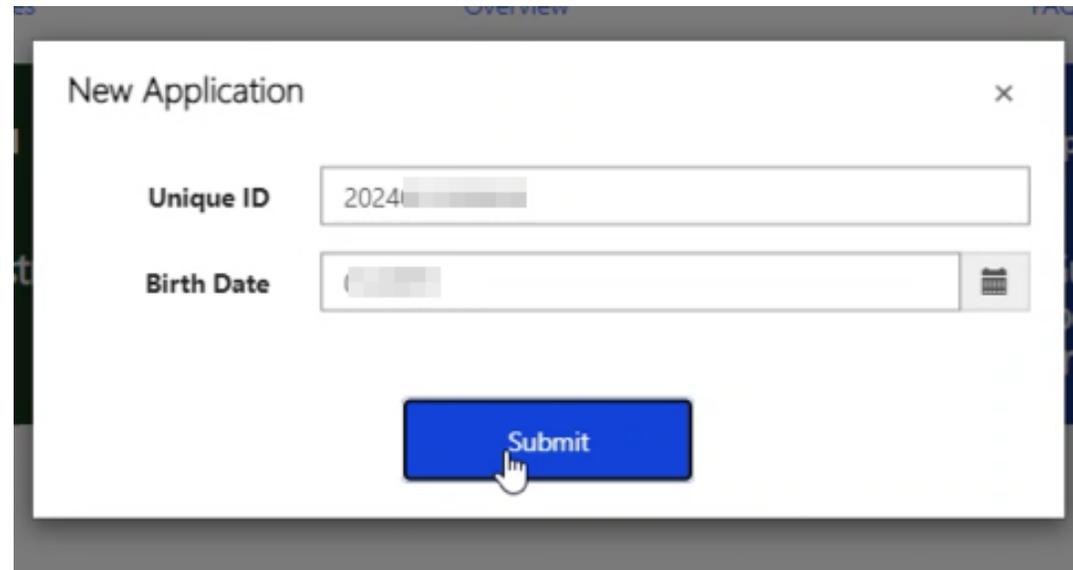
Youth Unique ID	Created On	Youth First Name	Youth Last Name	Application Status	Status	Certificate
202406120				Application Pending	Active	
202406130				Issued	Active	 
202405240				Application Pending	Active	
202406100				Revoked	Active	
202406110				Issued	Active	 

< 1 2 3 >



# Employer Portion – Application Access

6. Employer enters Youth ID and Youth Birth Date



The screenshot shows a web form titled "New Application" with a close button (x) in the top right corner. It contains two input fields: "Unique ID" with the value "2024" and a masked portion, and "Birth Date" with a masked portion and a calendar icon. A blue "Submit" button is located at the bottom center, with a mouse cursor hovering over it.



# Employer Portion – Application Submission

7. Employer completes all fields, signs acknowledgement and submits.



Child Employment Certificates

Child Employment Application

- Youth Information
- Youth Instructions
- Job Duties**
- Company Info
- Worksite
- Hiring Agent
- Acknowledgement

Page 3 - Job Duties

Youth Unique ID  
202

Youth Birthday  
6/

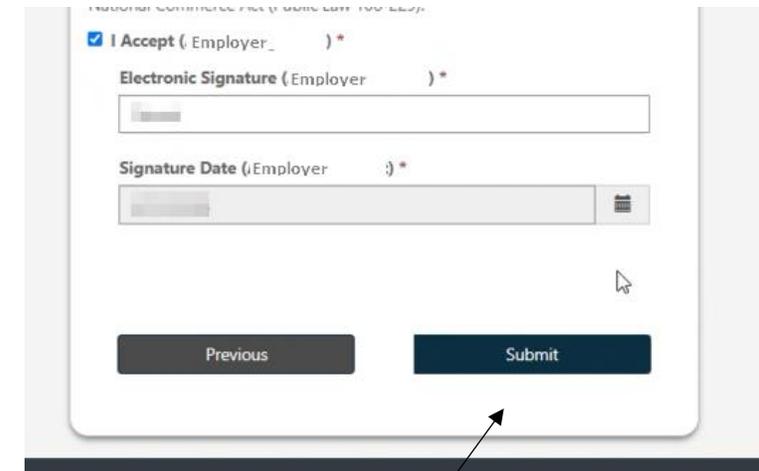
Youth First Name  
[Redacted]

Youth Last Name  
Test

Child Proof of Age \*  
Select

Job Title \*  
[Redacted]

Job Duties \*  
Select



I Accept ( Employer\_ ) \*

Electronic Signature ( Employer\_ ) \*  
[Redacted]

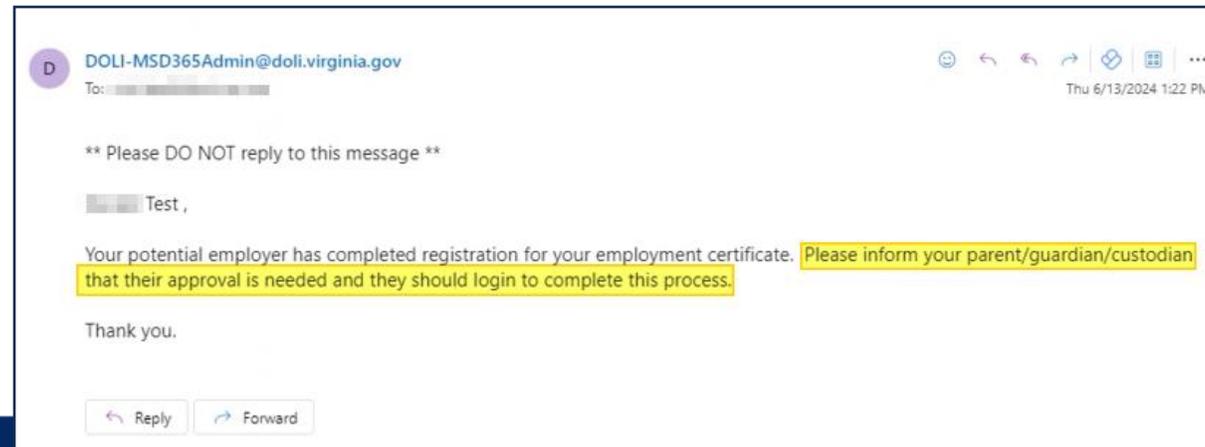
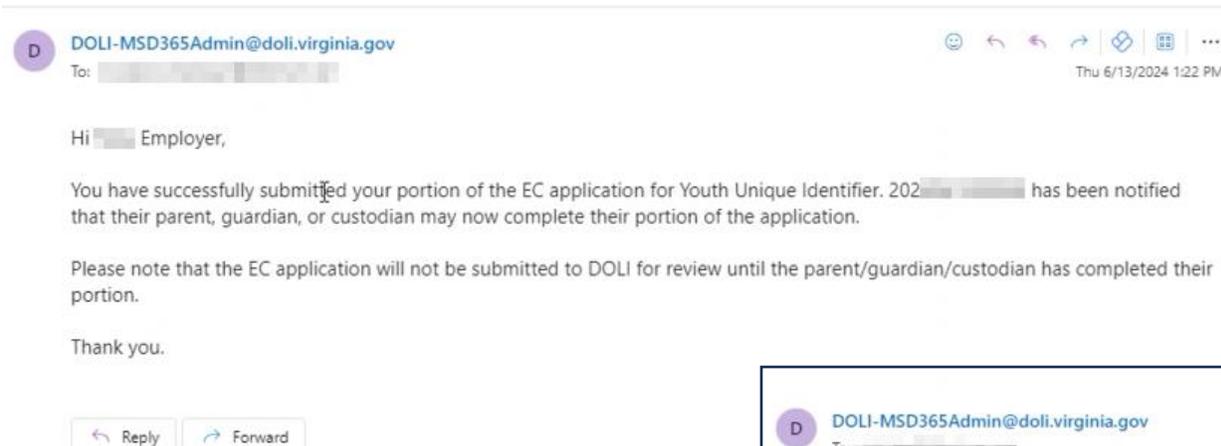
Signature Date ( Employer\_ ) \*  
[Redacted]

Previous Submit



# Employer Portion - Notification

- 8. Employer and Youth receive email notifications of Employer portion completion
  - Youth notifies legal guardian to complete their portion





# Authorizing Adult Portion – Application Access

- 9. Authorizing Adult accesses portal and selects Parent Guardian Custodian Registration
  - Adult enters Youth ID and Birth Date

Employment Certificate Application System

You are accessing a Commonwealth of Virginia System. Unauthorized use is strictly prohibited. Usage may be monitored, recorded or audited AND indicates consent to these requirements.

You can download the requirements for businesses employing minors > [↓](#)

Please read the notices posted below prior to beginning the registration.

[Basic Rules](#)      [Overview](#)      [FAQs](#)

**Step 1**  
Youth Registration

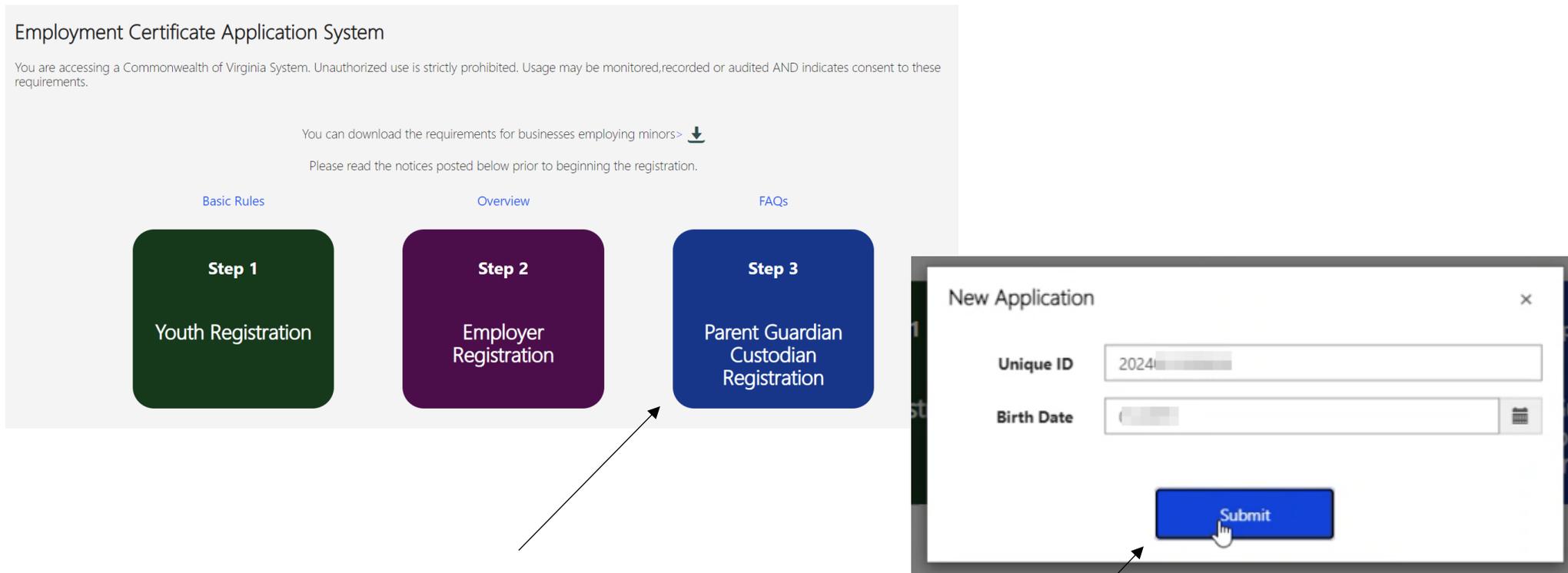
**Step 2**  
Employer Registration

**Step 3**  
Parent Guardian Custodian Registration

New Application

Unique ID

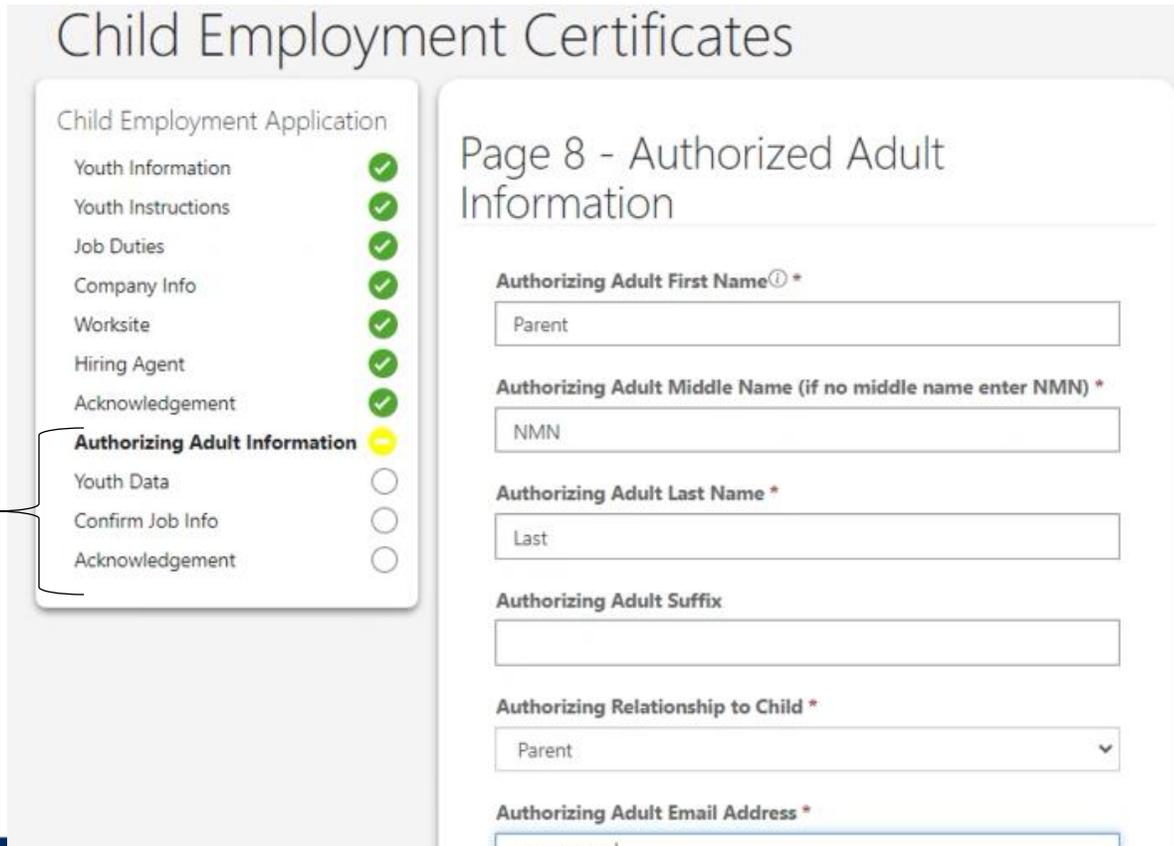
Birth Date





# Authorized Adult Portion - Application

10. Authorized Adult completes all fields, signs acknowledgement and submits.



Child Employment Certificates

Child Employment Application

- Youth Information
- Youth Instructions
- Job Duties
- Company Info
- Worksite
- Hiring Agent
- Acknowledgement
- Authorizing Adult Information**
- Youth Data
- Confirm Job Info
- Acknowledgement

### Page 8 - Authorized Adult Information

**Authorizing Adult First Name**

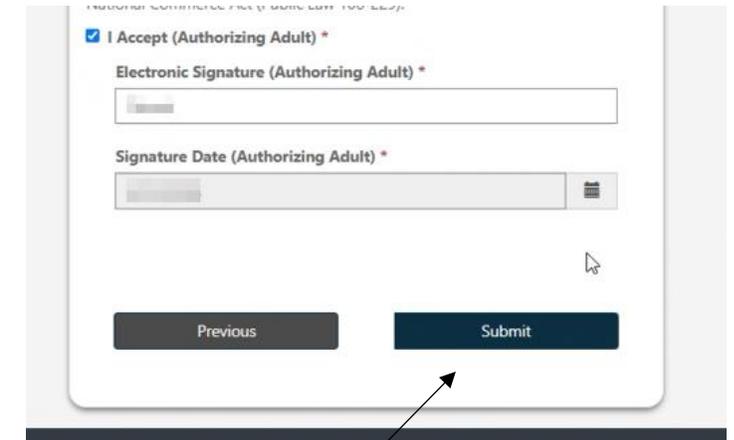
**Authorizing Adult Middle Name (if no middle name enter NMN)**

**Authorizing Adult Last Name**

**Authorizing Adult Suffix**

**Authorizing Relationship to Child**

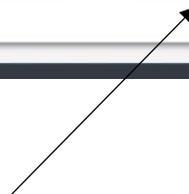
**Authorizing Adult Email Address**



I Accept (Authorizing Adult)

**Electronic Signature (Authorizing Adult)**

**Signature Date (Authorizing Adult)**





# Submission Confirmation

11. Upon submission, Adult observes submission confirmation
  - Youth receives email notification of application completion



Success

Thank you for completing your portion of the youth Employment Certificate application. The application is currently under review by the Department.

Okay





# Certificate Download

12. Upon approval, Hiring Agent and Adult receive notification that certificate has been approved.
- Employer logs in and navigates to My Applications
  - Click download icon to download certificate

My Applications

[Add Worksites](#) [New Application](#) [Create](#)

Youth Unique ID	Created On	Youth First Name	Youth Last Name	Application Status	Status	Certificate	
202406120				Application Pending	Active		
202406130				Issued	Active		
202405240				Application Pending	Active		
202406100				Revoked	Active		
202406110				Issued	Active		

< 1 2 3 >

# Contact Us



804.371.3104 ext. 242



[youthemployment@doli.virginia.gov](mailto:youthemployment@doli.virginia.gov)



Department Of  
Labor And Industry

Boiler Safety

Labor Law

VO

