

**EMPLOYMENT OF A MINOR UNDER 18 YEARS OF AGE  
IN A LIQUOR LICENSED PREMISES**

*Minors must be at least 16 years of age and cannot sell or handle liquor unless in a certified work program.*

**Before a minor can begin working, the licensee must submit the following five (5) documents:**

**Original copies of the following three (3) items:**

1. An original signed and dated Letter of Request for Minor Employment, on corporate letterhead, from an officer or authorized representative of the requesting licensee, stating the exact position the minor will be holding, the minor's proposed work schedule, and the employer's contact information (name, title, phone, fax and e-mail).
2. An original signed and dated letter of consent, from a parent or guardian, permitting the minor to work, and the contact information (name, phone numbers and e-mail) of the parent or guardian.
3. An original signed and dated letter of academic standing on the school's letterhead from a school official attesting to the satisfactory academic grade standing of the minor, and the school official's contact information (work phone and e-mail) **or** a copy of the graduation certificate (diploma).

**Copies of the following two (2) items:**

4. A copy of Hawaii Certificate of Age, Wage and Standards card issued by the State of Hawaii Department of Labor & Industrial Relations-Wage Standards Division—Child Labor and
  5. A current valid minor's government issued photo identification (ID) card - only the following will be accepted: Driver's License, State ID, Military ID or Passport.
- *The request for Employment of Minor will be processed only upon receipt of all the five (5) above listed documents.*
  - *The Licensee (employer) will receive notification from the Liquor Commission.*
  - *It is the Licensee's responsibility to notify the minor if the request is approved, and to ensure that the minor is properly registered with the Liquor Commission.*

*Hawaii Revised Statutes Sec. 281-78(b)(4) and Liquor Commission Rule 3-86-101.53(b)*