

INFORMATION REQUIREMENTS FOR SPECIAL ORDERS (Updated 06-07-12)

Please provide the following information in writing by mail, email or fax to:

Karen Pfab, Executive Officer
Wage and Child Labor
Division of Labor Services
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319-0209
515-242-5869 (w)
515-281-7995 (f)
Karen.pfab@iwd.iowa.gov

OR

Laura Wood, Investigator
Wage and Child Labor
Division of Labor Services
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319-0209
515-725-2168 (w)
515-281-7995 (f)
Laura.wood@iwd.iowa.gov

- 1) Name of person requesting the Special Order and contact information
- 2) Company name, address, telephone number, fax number, email
- 3) Minor's name, date of birth, age, social security number
- 4) Parent's name, address, telephone number, email
- 5) Work to be performed
- 6) Where work will be performed
- 7) When work will be performed by dates, times, and hours (including length of job)
- 8) All equipment and tools to be used by minor
- 9) All chemicals minor will be exposed to
- 10) Reason for request
- 11) Specify child labor law exemption requested (i.e. hours, specific work, etc.)
- 12) Specify conditions/equipment that will protect minor
- 13) All other pertinent information that could have a bearing on the request

This information must be provided in writing on letterhead of the company requesting the Special Order. The request must be signed by an authorized company representative. The requesting person should provide an address, telephone number, fax number, and email if additional questions/information is necessary to obtain for the Labor Commissioner.

Upon receipt of complete information and review by legal counsel, the request will be forwarded to the Labor Commissioner, who will determine whether or not a Special Order shall be granted or not.

Please allow at least two weeks before Special Orders are needed, if possible. Some requests may take longer to process than others. Failure to timely file a request or provide appropriate information may result in no Special Order being issued.