Department of
Labor and Industry

# DOLI Quick Start – Child Labor Application Portal Guide

VIRGINIADOLI

VA_LABORINDUSTRY

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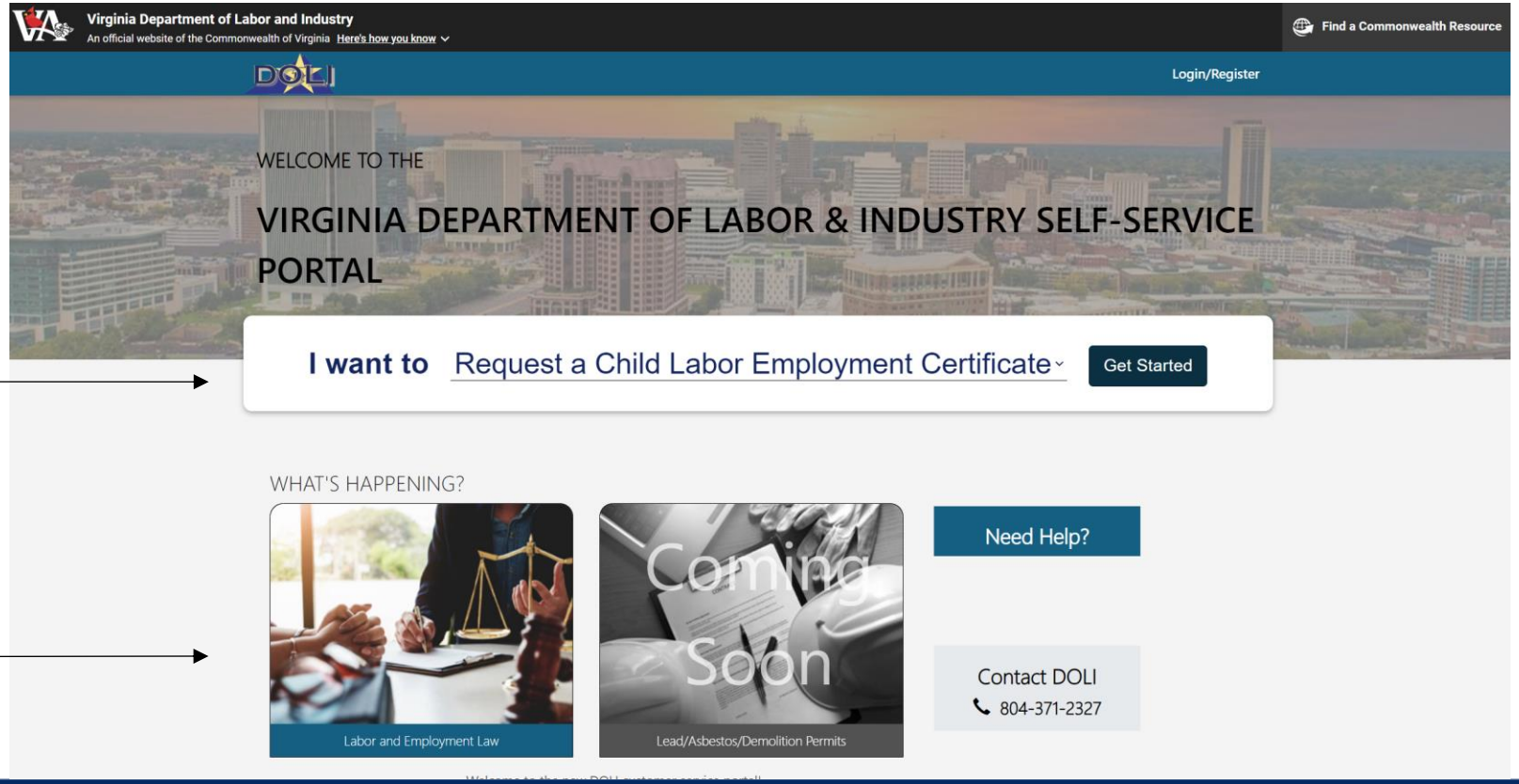
VA-DOLI

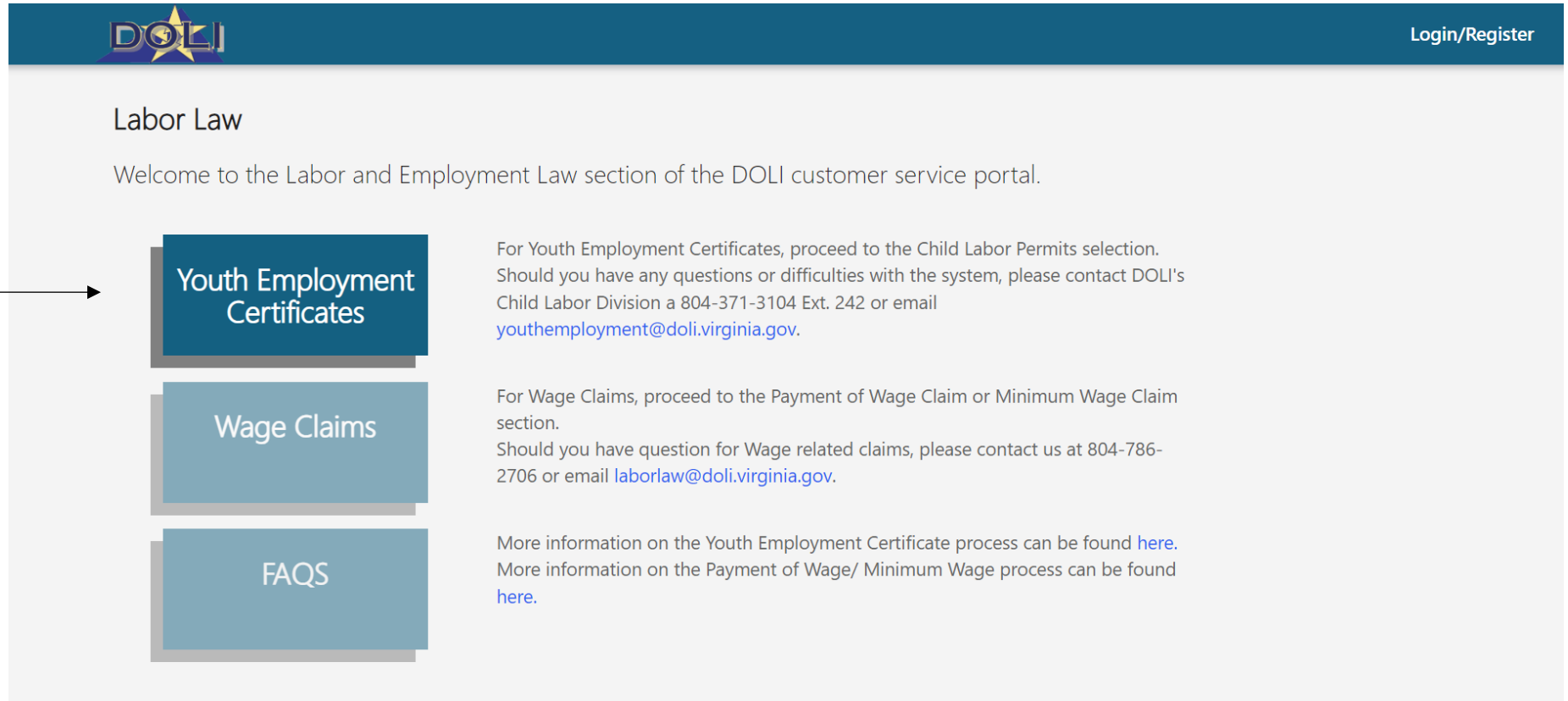
# Youth Portion – Self Service Landing Page

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

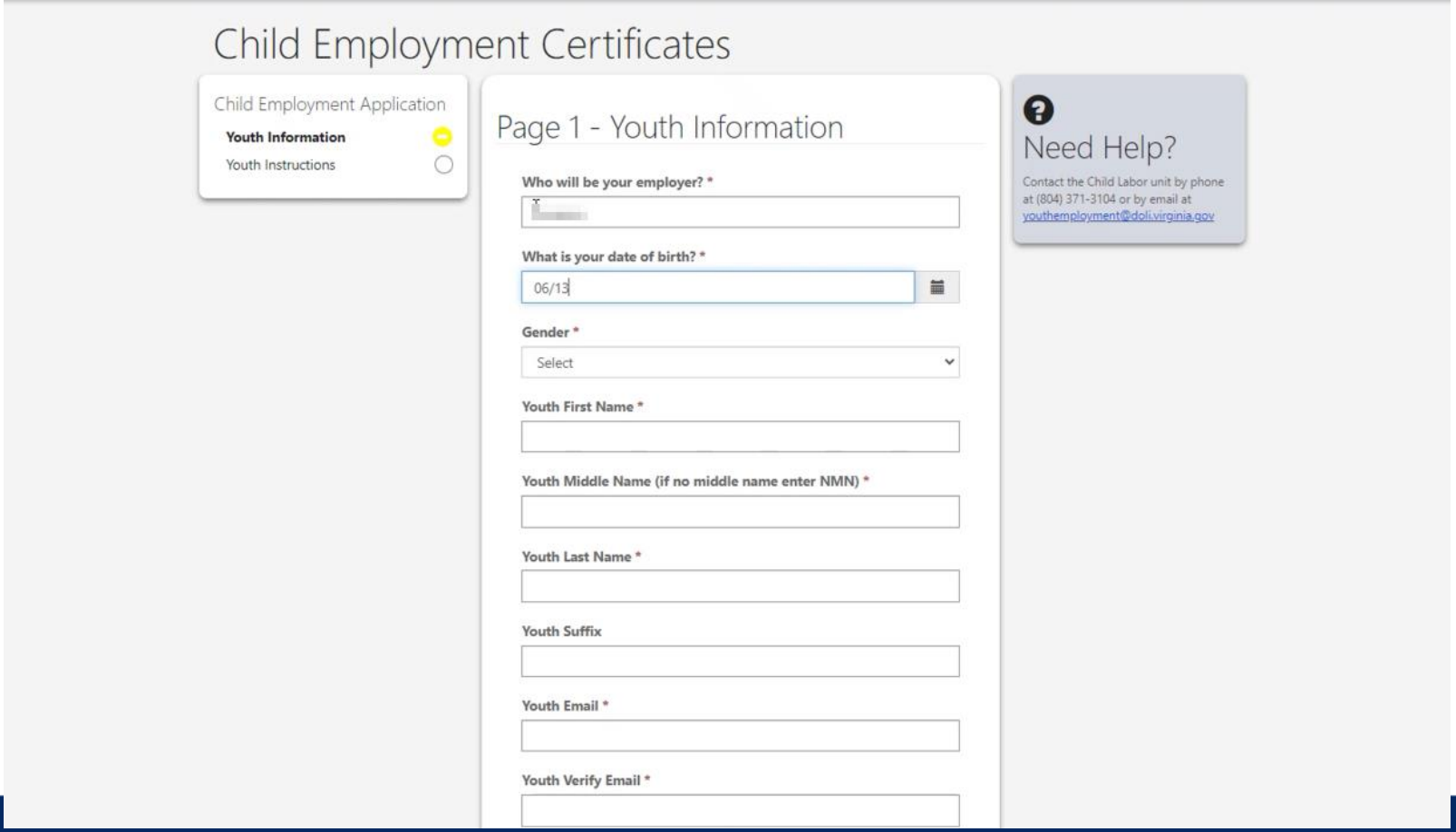


# Youth Portion – Certificate Application Page

2. Select Youth Application to begin process
   - Note: This section should be completed by the youth desiring employment

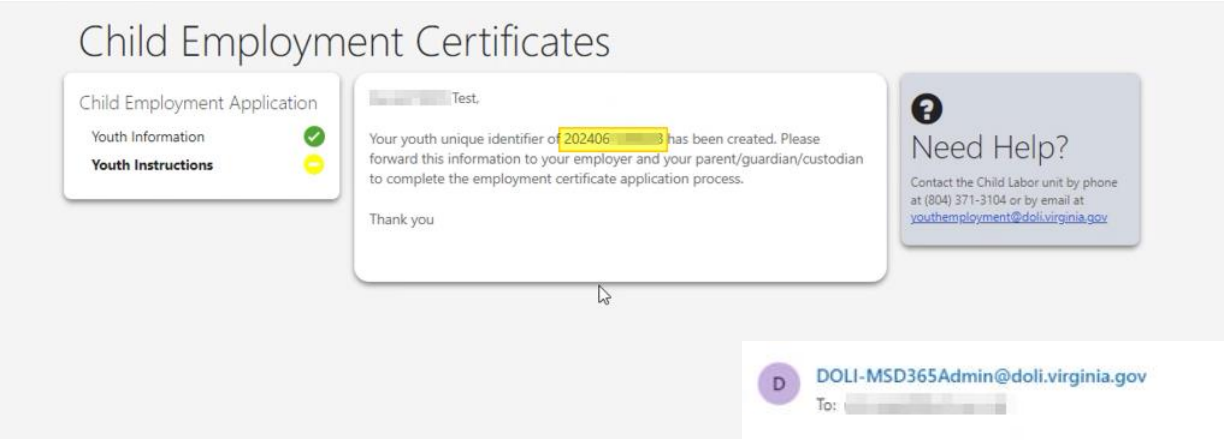
# Youth Portion – Youth Application

3. Youth completes all fields, signs and submits



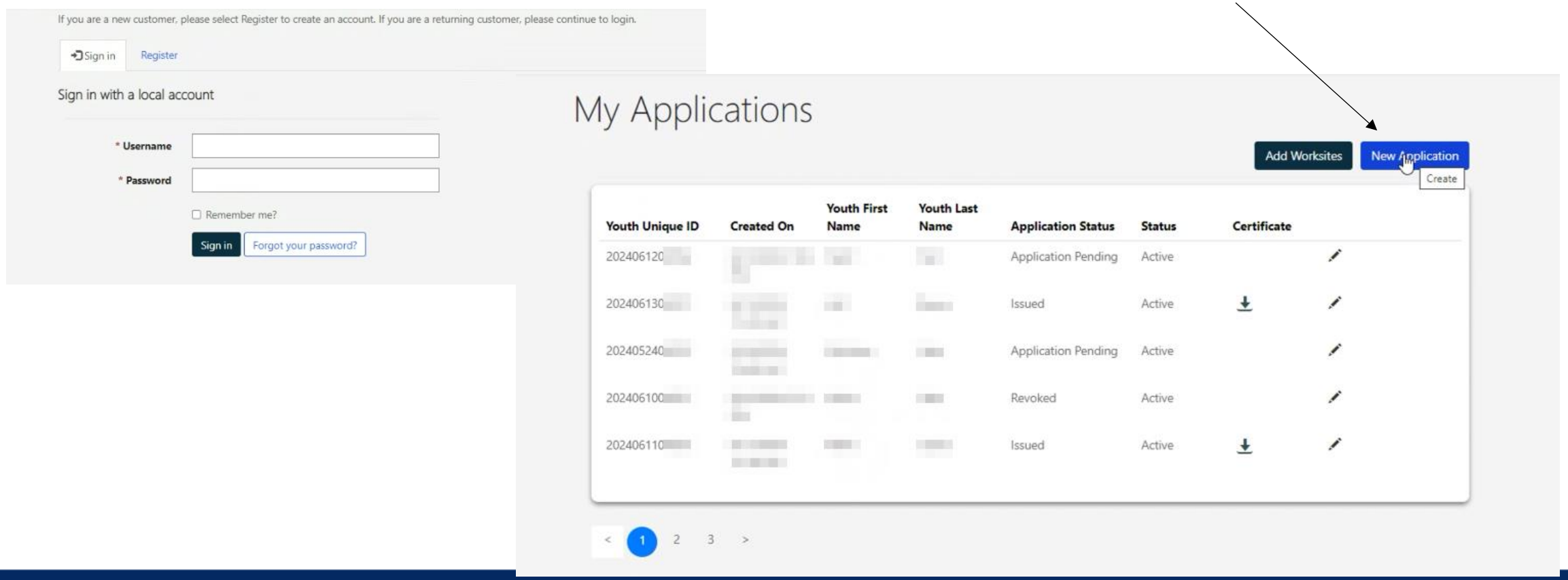
# Youth Portion – Submission

4. Send Youth ID to Employer
    - A confirmation email will be sent to the registered email



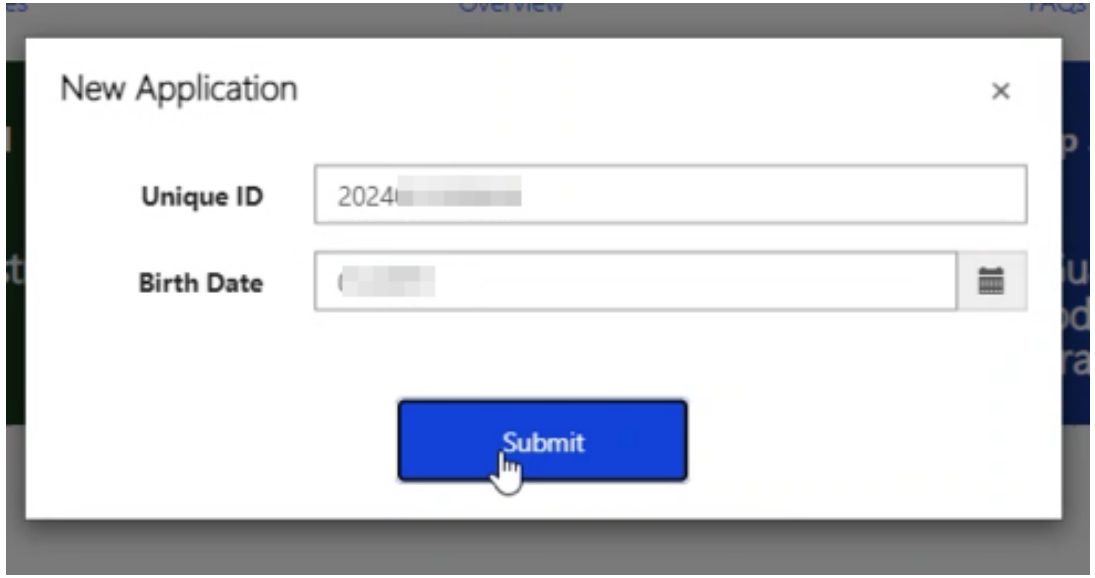
# Employer Portion - Login

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



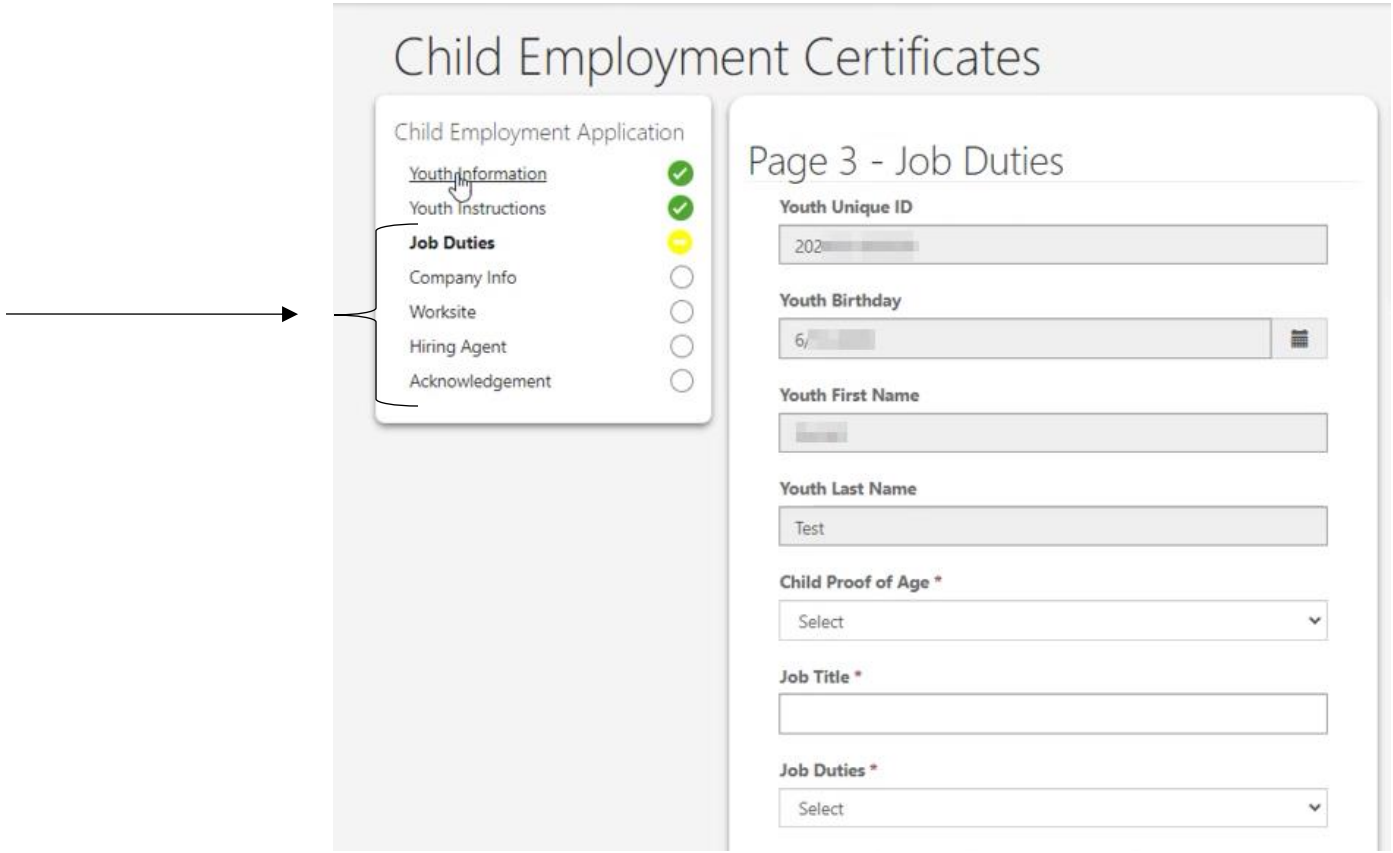
# Employer Portion – Application Access

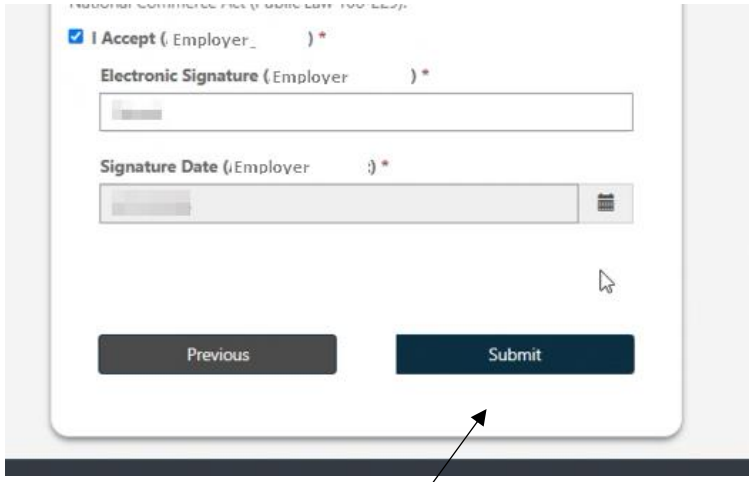
6. Employer enters Youth ID and Youth Birth Date



# Employer Portion – Application Submission

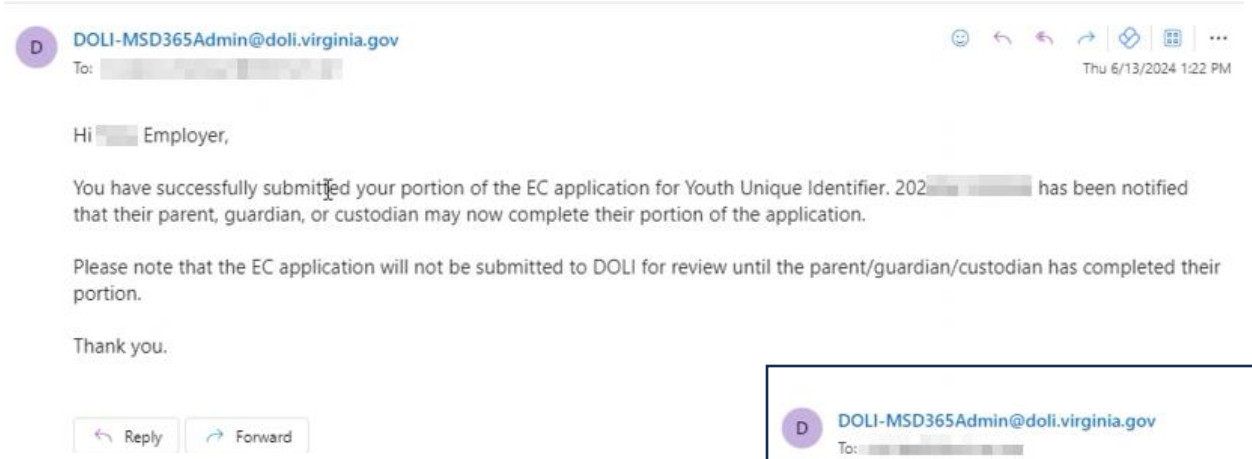
7. Employer completes all fields, signs acknowledgement and submits.



# Employer Portion - Notification

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



D DOLI-MSD365Admin@doli.virginia.gov
To: [redacted]
Thu 6/13/2024 1:22 PM

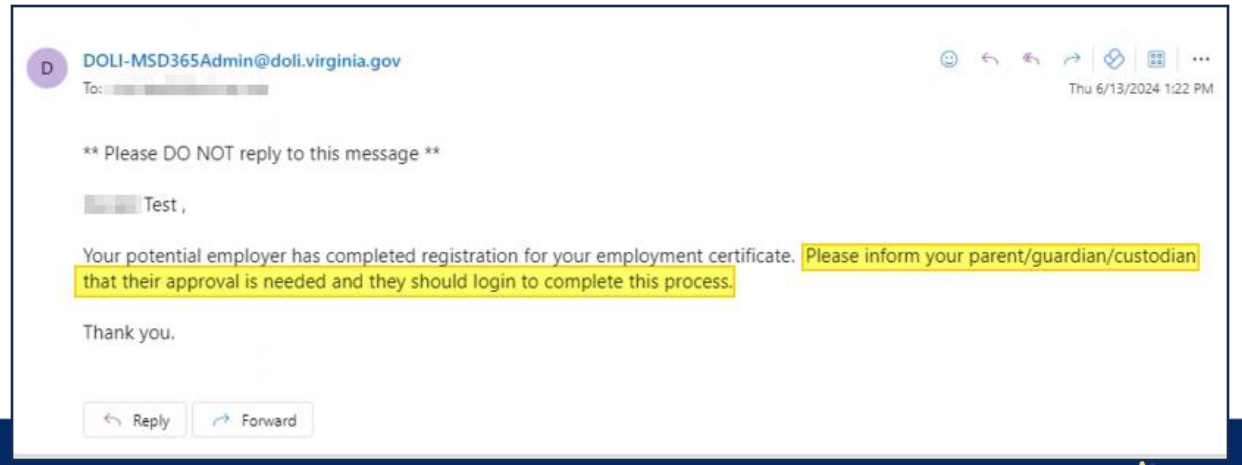
Hi [redacted] Employer,

You have successfully submitted your portion of the EC application for Youth Unique Identifier. 202[redacted] has been notified that their parent, guardian, or custodian may now complete their portion of the application.

Please note that the EC application will not be submitted to DOLI for review until the parent/guardian/custodian has completed their portion.

Thank you.

Reply Forward



D DOLI-MSD365Admin@doli.virginia.gov
To: [redacted]
Thu 6/13/2024 1:22 PM

** Please DO NOT reply to this message **

[redacted] Test ,

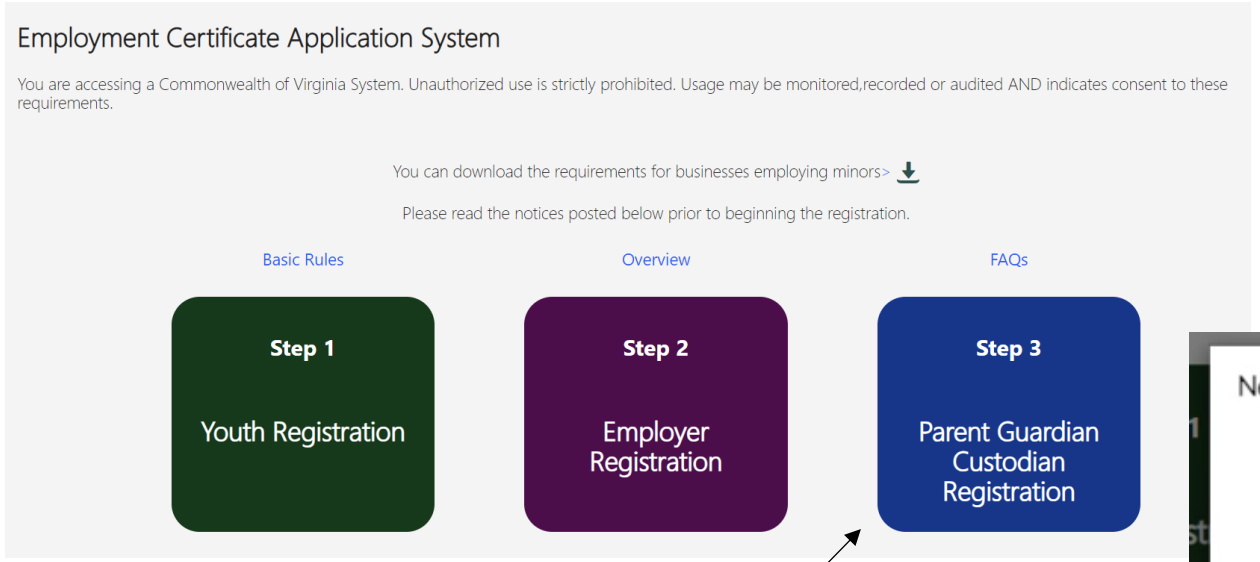
Your potential employer has completed registration for your employment certificate. Please inform your parent/guardian/custodian that their approval is needed and they should login to complete this process.

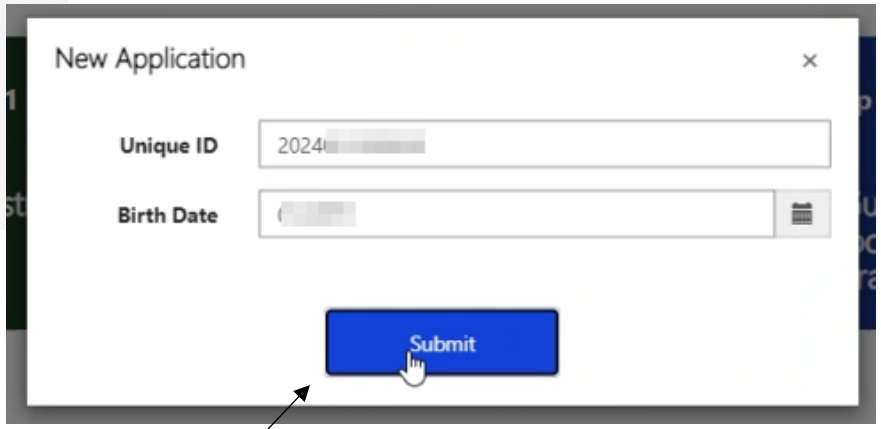
Thank you.

Reply Forward

# Authorizing Adult Portion – Application Access

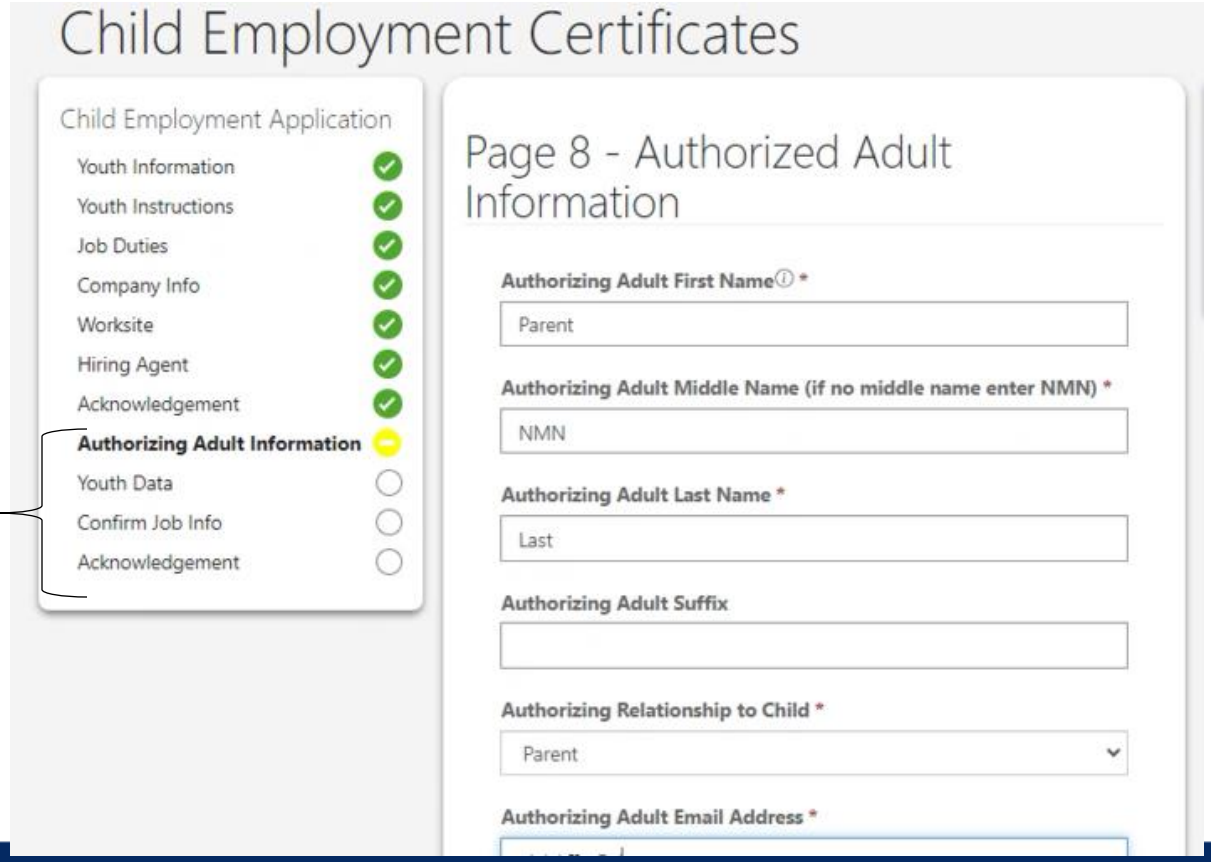
9. Authorizing Adult accesses portal and selects Parent Guardian Custodian Registration
    - Adult enters Youth ID and Birth Date

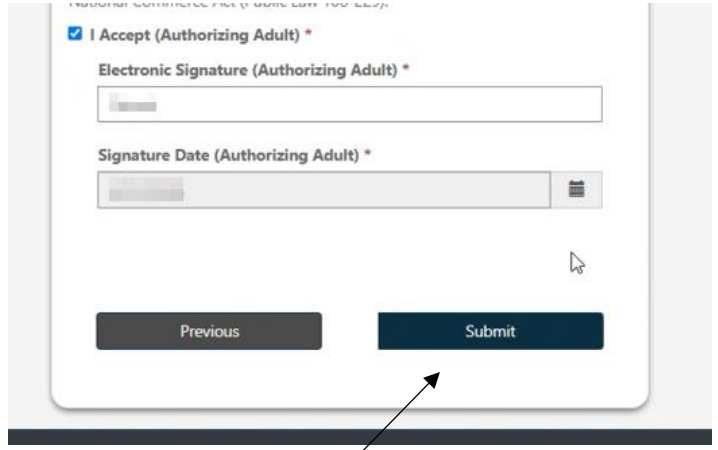


# Authorized Adult Portion - Application

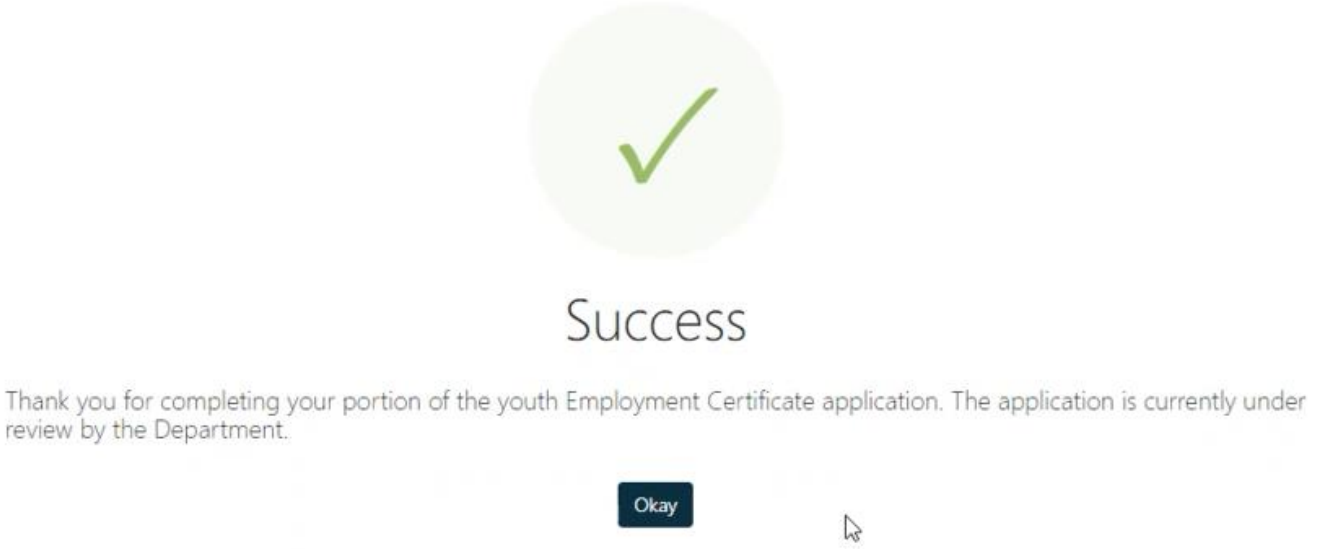
10. Authorized Adult completes all fields, signs acknowledgement and submits.



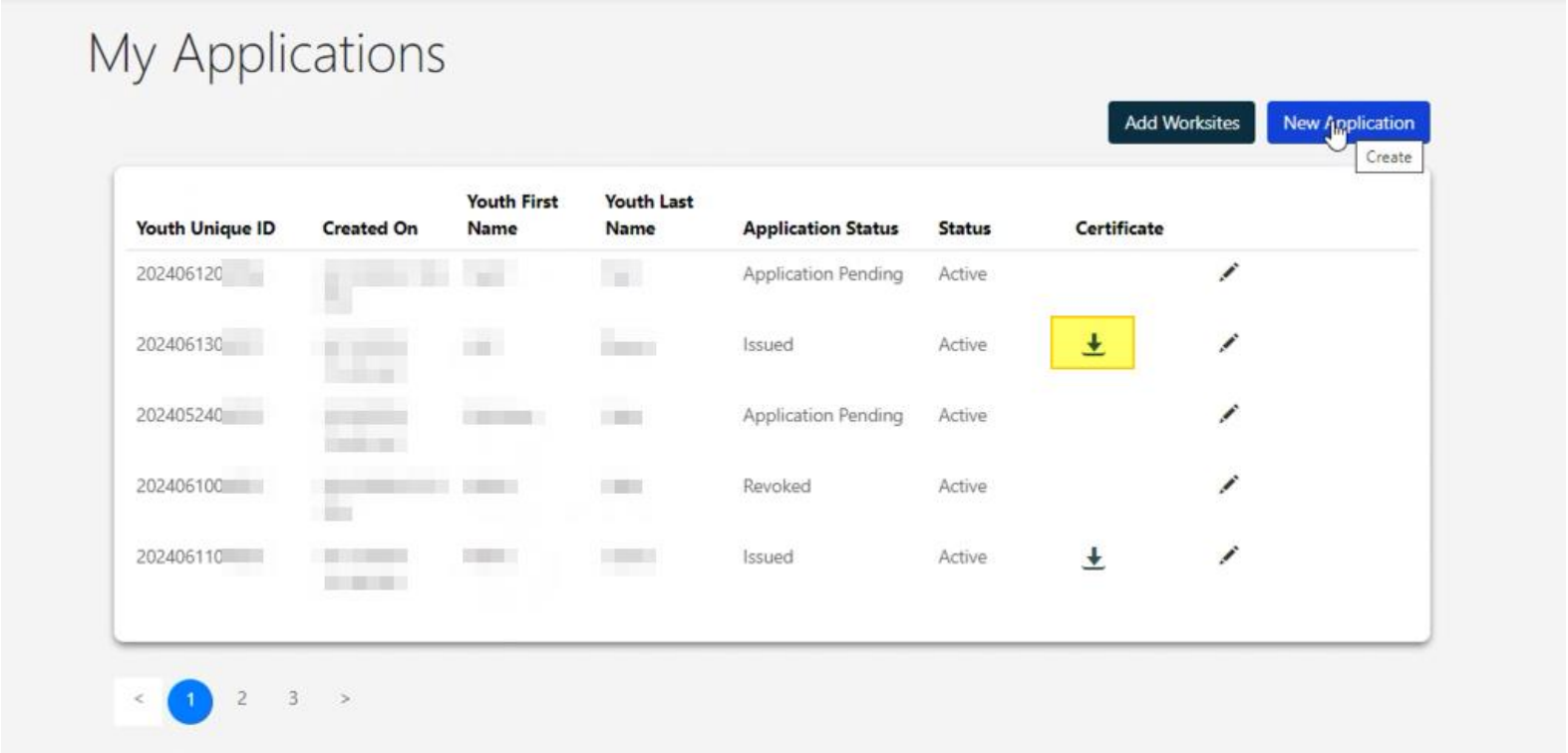
# Submission Confirmation

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

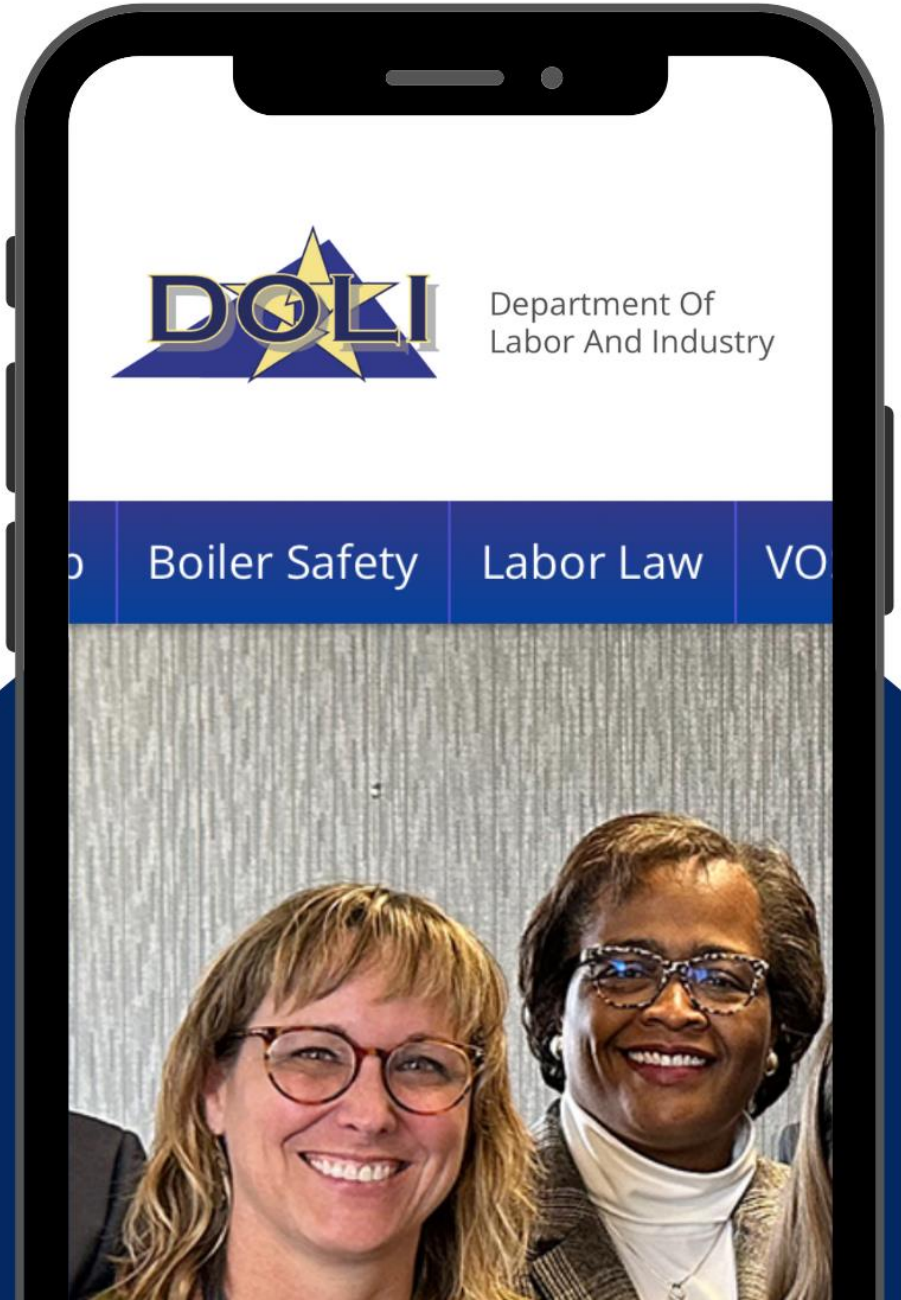


# Certificate Download

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



# Contact Us

804.371.3104 ext. 242

youthemployment@doli.virginia.gov