



STATE OF DELAWARE  
DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
DIVISION OF ALCOHOL AND TOBACCO ENFORCEMENT  
34 STARLIFTER AVENUE  
DOVER, DE 19901

TELEPHONE: (302) 741-2721  
FAX: (302) 739-4770

**Vapor Establishment Employee Information**  
*(Employing Persons Under 21 Years Old)*

**NOTICE TO EMPLOYERS:** Effective July 16, 2019 Delaware law prohibits individuals under 21 years of age from entering vapor establishments. Employees under 21 years of age, currently working for a vapor establishment, may continue working for the establishment if the employer provides the following employee information and include proof that the employee(s) was employed by the vapor establishment on or before July 16, 2019. Verification documents include Paystub, IRS W-2 Form, UC-8A Quarterly Report, or other documentation of monetary pay to an employee by an employer in return for work performed. DO NOT PROVIDE SOCIAL SECURITY NUMBERS. Attached additional copies of this form, if needed. **This form must be turned into the Division by August 15, 2019.**

**Employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

1. Employee Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Effective Date of Employment: \_\_\_\_\_  
Verifying Doc:  Paystub  IRS W-2  UC-8A Quarterly Report  Other
2. Employee Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Effective Date of Employment: \_\_\_\_\_  
Verifying Doc:  Paystub  IRS W-2  UC-8A Quarterly Report  Other
3. Employee Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Effective Date of Employment: \_\_\_\_\_  
Verifying Doc:  Paystub  IRS W-2  UC-8A Quarterly Report  Other

**EMPLOYEE INFORMATION MUST BE RECEIVED BY AUGUST 15, 2019**

Send ATTN: Tobacco Program Coordinator via the following:

**Mail:** 34 Starlifter Avenue, Dover, DE 19901 | **Fax:** 302-739-4770 | **Email:** [Loretta.Simpson@Delaware.gov](mailto:Loretta.Simpson@Delaware.gov).

*If you wish to receive confirmation of your submission, please call the office Monday through Friday 8:00 AM to 4:30 PM.*