

Work Permit Application

Requirements for Child Labor Permit

1. **Proof of Age:** Original birth record, baptismal record, or driver's license issued by the Department of Transportation. Birth record may be obtained from the Register of Deeds in the county of birth. Baptismal records may be obtained from the church where the baptism took place.
2. **Social Security Card:** Original.
3. **Letter from Employer:** Stating the intent to employ the minor along with the job duties, hours of work and times of day the minor will be working (see employer section below).
4. **Letter from minor's parent/guardian (or court ordered foster parent):** While the minor is under their care and supervision, consenting to the minor's employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter (see parent section below).
5. **Fee of \$10.00:** The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor no later than the minor's first paycheck.

To be completed by the employer

Student name work permit issued to: _____ Age: _____

Business/Employer Name: _____ Phone: _____

Type of Business: _____ Type of Work: _____

Hours of Work: _____ Time of Day Working: _____

Employer's Signature: _____ Do parent(s) own business? yes no

Employer Address: _____ City _____ State/Zip _____

To be completed by parent/guardian

Minor's name: _____ has my permission to work for the above business.

Parent/Guardian Signature: _____

Home Address: _____ City _____ State/Zip _____

School student attends: _____

A section on the revocation of permits has been added to give the parent/guardian (who has legal custody) or principal, the right to request (in writing) that the department revoke the minor's permit by providing they can demonstrate some attempt has taken place to resolve the work problem between the minor, parent/guardian and the employer.