



Work Permit Procedure

Application Steps

1. Please bring the following requirements to your home school Student Services Office. **Per Illinois State law, the child and parent/guardian for whom the employment certificate is intended must be present when submitting a request for a work permit.**

Requirements (all must be presented at time of request):

- a. Original birth certificate or document that shows a valid date and place of birth (i.e. passport)
 - b. Social Security card.
 - c. A statement of physical fitness. Acceptable forms: Certificate of Physical Fitness (found on the Illinois Department of Labor website), or a copy of a physical examination performed within one year of application for Employment Certificate.
 - d. Statement of intent to employ on company letterhead from prospective employer. (Or someone duly authorized). Statement must include specific nature of occupation in which the minor is to work and the exact hours of the day and number of days per week which the minor shall be employed.
2. Upon acceptance of the above items at the school, Principal's authorization will be completed prior to filing the application with the Department of Labor. Work permits can be picked up by the student and/or guardian from the Student Services office at least 24-48 hours after request is made.

Important: work permits will not be issued for hazardous jobs, including but not limited to, **any establishment in which alcoholic beverages are served or sold.** Please see the State of Illinois Child Labor Law 820 ILCS 205/7 for the list of prohibited occupations.