



## McHenry County Regional Office of Education

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### **INTENT TO EMPLOY LETTER**

A letter from the prospective employer on letterhead stationery, signed with an actual signature by the employer or agent, stating the type of work and work schedule of potential minor.

### **PROOF OF AGE (ORIGINAL)**

An original birth certificate issued by the city, county, state or hospital is preferred. If the original birth certificate is not available, we will accept one of the following: Baptismal certificate, passport, insurance policy or notice of birth registration.

### **ORIGINAL SOCIAL SECURITY CARD**

### **VALID DRIVERS LICENSE OF PARENT/GUARDIAN**

### **PARENTAL APPROVAL**

A signed written statement from the parent or guardian approving the child's employment.

### **MEDICAL STATEMENT (NOTE FROM PHYSICIAN)**

A signed physician's statement on the physician's or health institution's letterhead indicating based on an examination performed within one year of the date of work permit application, the child is physically fit to be employed in all legal occupations.

### **PRINCIPAL'S STATEMENT (WAIVED DURING SUMMER MONTHS WHEN SCHOOL IS NOT IN SESSION)**

A signed principal's statement on school letterhead stationery verifying the school-age child is active and in good standing academically at school when school is in session.

### **PROOF OF COOGAN ACCOUNT (Blocked Trust Account)**

Applies to minors applying for a performing, acting, or modeling work permit.

Examples of financial institutions to offer these accounts:

Actors Federal Credit Union  
Wells Fargo  
Bank of America