



## McHenry County Regional Office of Education

Diana Hartmann, Ed.S.  
Superintendent

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Christopher M. Zielinski  
Assistant Superintendent

### Minor Work Permit Requirements & Information

For a minor child (ages 0-15 years of age) to be able to work in Illinois, he or she must be issued a work permit. Work permits are valid for 1 year and for 1 employer.

Items needed are:

- Application / Parental Approval**
- Proof of Age:** Original birth certificate. 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**
- Letter of Intent to Employ** from 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.
- Letter/Statement from Principal** on school letterhead stationery verifying the school-age child is active and in good academic standing at school when school is in session.
- Medical 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. Recent physicals are also accepted. This must be signed by an MD or DO; not an RN, APRN or NP.
- Parent/Guardian Driver's License.** If you are a court-order appointed guardian, please bring documentation.
- 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, and Bank of America.

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Illinois law requires that both the child and the parent/guardian be present when applying for the work permit.

Please call 815.334.4475 to make an appointment with the McHenry County Regional Office of Education. Appointment times are from 8:30 - 4:00 Monday thru Thursday and 8:30 - 2:45 on Fridays.

Please bring original items. Copies will be made, and originals will be returned to you.

Appointments take about 20 minutes.

Our office moved in December 2023. We are located at 408 State Route 31, McHenry – just north of Bull Valley Road, between The Brunch Café and Meat & Potatoes Eatery, in a small strip mall.

If you have any questions concerning Illinois Child Labor Laws, please contact the Child Labor Hotline at 800-645-5784.