



Note: This process is specific to a job. The process must be repeated if the Minor changes jobs, even with the same employer, and for each additional job.

Minor must obtain job offer from employer (may be verbal).

Obtain **Work Permit Application** from Department of Labor Standards' website: mass.gov/doc/youth-employment-permit-application.

Have employer complete **Promise of Employment** section of the **Work Permit Application**.

Yes

Is the Minor 14 or 15 years old?

No, skip **Certificate of Health**. Obtain proof the Minor meets requirements for completion of 6th grade.

Doctor must complete **Certificate of Health** section of **Work Permit Application**. Minor must obtain **School Record** from school they last attended. Form can be downloaded from the **DESE Security Portal** at <https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>.

Parent/Guardian/Custodian and Minor must review **Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupation Restrictions** and assess if the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian will sign the **Work Permit Application** in **section 4** and the Minor will sign in **Section 5**.

Yes

Does Minor live outside of Massachusetts?

No, submit completed **Work Permit Application, School Record**, or proof of meeting requirements for completion of 6th grade, and proof of age (**Passport, Birth Certificate**) to public school superintendent, or designee of school youth attends, or town where youth lives.

Submit **Work Permit Application, School Record** or proof of meeting requirements for completion of 6th grade, and proof of age (**Passport, Birth Certificate**) to public school superintendent, or designee in municipality where employer is located.

Superintendent, or designee will review **School Record (14- and 15-year-olds)** or proof of meeting 6th grade requirements (**16- and 17-year-old**), then download and complete **Employment Permit** from the **DESE Security Portal**, if appropriate. The Minor will sign **Employment Permit**. Contact the school district for the specific local process.

School will maintain a copy of all documents. Minor will bring completed, **Employment Permit** to employer, who must keep it on file at all times, while the Minor is employed or until the Minor is 18 years old, after which the **Employment Permit** may be destroyed. If the Minor's employment ends prior to his/her 18th birthday the **Employment Permit** must be returned to the issuing Superintendent, or designee.