

## Instructions for completing a Work Permit Online for Minor UNDER 16

From the Georgia Department of Labor

### Instructions for Minor (Student):

- Go to [www.dol.georgia.gov](http://www.dol.georgia.gov)
- Select online services
- Select Youth Work Permit
- Select the "Minor" option
- Enter the student's social security number and date of birth, and select "Start New Permit"
- Enter all required information, ensuring all fields are correct and complete
- Select "Submit"
- Student will receive a 10 character Minor Security Key (MSK #)

**PRINT THE "WORK PERMIT MINOR CONFIRMATION PAGE WITH THE MSK NUMBER, AND SUBMIT TO THE EMPLOYER TO COMPLETE THE EMPLOYER SECTION ONLINE**

### Instructions for the Employer:

- Go to [www.dol.georgia.gov](http://www.dol.georgia.gov)
- Select online services
- Select Youth Work Permit
- Select the "Employer" option
- Enter the employer's telephone number and select "submit"
- Enter the Minor Security Key (MSK) and select "submit"
- Click on the correct date to complete the application that was started by the Minor

**The employer should retain a copy of the confirmation page displaying the MSK (Minor Security Key) and the ESK (Employer Security Key)**

**Once the employer completes their portion of the online application, the student should bring their confirmation page and MSK # to the front office. Once your information is verified with school records, a work permit will be printed. Please allow 24-48 hours.**