Completing an Employment Certificate Online for Minors Under Age 16
(Instructions for Minors)

The Minor must secure potential employment prior to completing this section. The Employer must complete their section online before a work permit can be issued. To access the online employment certificate (work permit) system, go to dol.georgia.gov.

- Select "Laws and Rules"
- Under "Laws and Rules" select "Child Labor"
- Select "Get a Youth Work Permit Online"

- Select the **"Minor"** option on the online work permit system.
- Enter the Social Security Number or Parent Alien Certification number, date of birth, and then select "Start New Permit".
- Enter name, address, parent's name, etc. and select "Submit"
- Ensure all fields are correct and complete.
- Select "Submit".
- Minor will receive a 10 character "Minor Security Key (MSK)".

Print the "Work Permit Minor Confirmation Page" with the MSK and submit to the potential employer to complete the Employer section online.

All minors, including home schooled minors, minors not attending school, and minors from out-of-state must have their certificates issued. These minors should take their birth certificate to the issuing officer. Home schooled minors must also print and complete the Home Study Program Declaration for Employment Certificate form https://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/home_study_progam_employment_certificate.pdf or the Department of Education Declaration for Employment Certificate form https://gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx. After the issuing officer has certified the employment certificate online, he/she will print a completed copy from the system and present it to the minor. The minor takes the computer generated copy of the online certificate to the employer. **The employer must maintain this copy of the employment certificate at the work site as long as the minor is employed.**

NOTE: An authorized issuing officer is:
1. Superintendent of schools or his/her designee
   (Each school usually has designated issuing officers).
2. Principal Administrative Officer of a licensed private school or his/her designee.
3. Georgia Department of Labor Child Labor Unit - **Home Schooled Minors ONLY**.