

### **What are Working Papers for minors?**

According to New Jersey law, all youth workers – under the age of 18 – need to apply for Working Papers to be employed in the state. As of June 1, 2023, the New Jersey Department of Labor (NJDOLE) oversees and administers Working Papers for minors. (This process was handled by the New Jersey Department of Education before June 1.)

### **FAQs FOR MINORS**

#### **Why do I need to get permission to work?**

Working Papers protect the rights and safety of youth workers. NJDOLE won't approve an application for Working Papers if the job is unsafe or asks a minor to work more than the maximum hours [allowed by law](#).

#### **How old do I have to be to get a job in New Jersey?**

Employers can hire minors as young as 12 for some jobs, but there are minimum age requirements for certain types of work, including retail and food service. [Click here](#) for more information, and a list of allowable jobs for minors.

#### **Where can I apply for Working Papers? Is it complicated?**

We've streamlined the paper process into an easier online application for minors, employers and caregivers at [myworkingpapers.nj.gov](https://myworkingpapers.nj.gov). [Click here](#) for a step-by-step guide.

#### **Do I need to provide proof of age when I apply for Working Papers?**

Your caregiver will be asked to upload proof of age (acceptable documents can be found [here](#)) when they complete their part of the application. Your employer will also ask for proof of age via the [federal I-9 form](#) (Employment Eligibility Verification).

#### **What do I need to have to complete the application online?**

To make the process smooth, you'll need the following information:

1. Your email address
2. Your caregiver's email address
3. Your Social Security number
4. Your employer's unique 8-digit code, or the business name, location, and email address for the employer.

#### **How long will it take?**

The process is designed to be quick and seamless. It is all done online. Remember that you and your employer register separately at [MyWorkingPapers.nj.gov](https://MyWorkingPapers.nj.gov) to start. You, your employer and your caregiver will be emailed every step of the way. You can expect to receive an approval/rejection within 24 hours of the time your caregiver takes action on the application.

#### **What should I do if my application is denied?**

If your employer denies the application, reach out to them directly for more information. If they denied the application by mistake, you will need to submit a new one. If NJDOLE denies your application, you will get an email stating the reason. You can email [myworkingpapers@dol.nj.gov](mailto:myworkingpapers@dol.nj.gov) if you have questions about the reason for denial.

**Is a caregiver the same thing as a parent or guardian?**

Generally speaking, yes, but the term also covers a wider range of individuals under the law:

“Caregiver” means a person over 18 years of age who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

**Does my caregiver have to approve my application for Working Papers before I am allowed to work?**

If your caregiver does not approve your application within two weeks, but your employer does, it will be considered approved *unless and until* your caregiver submits a rejection through our system. So yes, you can work, but if your caregiver ends up rejecting your application for any reason, you can no longer work for that employer.

**Do I need to apply again for Working Papers if I get another job with a new employer?**

Yes, you will need an approved Working Papers application for every employer you work for.