

Working Paper Applications

Beginning June 1, 2023, Working Paper Applications for minors will be processed online

All New Jersey minors are required to have working papers as a condition of employment. NJ law — A4222 — *effective June 1, 2023*, transfers the oversight and administration of Working Papers to the New Jersey Department of Labor and Workforce Development (NJDOL). Schools are no longer permitted to process working papers.

The new online form can be found at [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov).

To begin the process, minors and their employers should access [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov)

1. Employers will be emailed a unique 8-digit code to share with the minor.
2. Once the minor receives the 8-digit code, they should complete the online working paper application ([MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov)), providing their caregiver's/parent's/guardian's name and email address.
3. When the minor enters the 8-digit code, employers are emailed a link requesting job duties and anticipated working hours.
4. Caregivers are also emailed a link to grant permission and provide proof of the minor's age.
5. The minor and their employer will each receive a confirmation email after the caregiver completes their form.
6. The minor can begin working — unless they receive an email rejecting the application. (Notification of approval/rejection can be expected within 24 hours of the caregiver completing their form.)