

## Completing an Employment Certificate (Youth Work Permit) for Minors Under Age 16 (Instructions for Minors)

The minor **must** secure potential employment prior to completing their portion of the Youth Work Permit application. Once the minor completes their portion of the work permit application online, the Employer **must** complete their portion of the work permit application online. Once both the minor and employer complete their sections of the work permit application, the work permit can be issued by the authorized issuing officer.

### Completing the Youth Work Permit Application:

• Minor will access the minor application for a Youth Work Permit at this link:

<https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=WP17&FRMNAME=WP17>

• The minor will enter their Social Security Number or their Parent's Alien Certification number (if not a US Citizen), and correct date of birth

- Select the "Start a New Permit" button

- Complete all required information and select the "Submit" button

- Verify all fields are correct and complete before clicking on the "Submit" button

- You will be presented the Work Permit Minor Confirmation Page which includes the **10 digit Minor Security Key "MSK"** (which is a combination of letters and numbers) • Print the Work Permit Minor Confirmation Page and provide the Minor Security Key (MSK) to the employer

- Instruct the employer to go to the GDOL website

<https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=WP19&FRMNAME=WP19> to access your application by using your printed out Minor Security Key to complete their portion of the Youth Work Permit.

### Once the employer completes their portion of the Youth Work Permit – the minor must contact the issuing officer to have the work permit completed and issued:

\*Minors attending a GA School must present a certified copy of their birth certificate and Minor Security Key (received when this application is completed) to the issuing officer at their school after the employer completes their portion of the application and are issued an employer's security key.

\*Homeschooled Minors must email a certified copy of their birth certificate, Intent to Home School Form and Minor Security key to [childlabor@gdol.ga.gov](mailto:childlabor@gdol.ga.gov) after the employer completes their portion of the application and are issued an employer's security key.

\*Minors residing outside the State of Georgia – or attending school outside the State of Georgia must email a certified copy of their birth certificate, minor security key and a statement that they attend school outside the State of Georgia (please provide the State of Residence and School Name) to [childlabor@gdol.ga.gov](mailto:childlabor@gdol.ga.gov) after the employer completes their portion of the application and are issued an employer's security key.

**Please note: McDonough Middle School is considered an authorized issuing officer. Once Minor and Employer sections are complete, please contact front office personnel or the school counselor. Grades and attendance will be reviewed prior to approval.**

**After the issuing officer completes the Youth Work Permit:**

- The issuing officer will provide a printed copy of the Youth Work Permit to the minor
- The minor will provide the Youth Work Permit to their employer
- **The employer must maintain a copy of the Youth Work Permit at the work site as long as the minor is employed.**

*If you have any questions, please contact the GA Dept. of Labor Child Labor Unit at 404-232-3260 or via email to [childlabor@gdol.ga.gov](mailto:childlabor@gdol.ga.gov)*