

Work Permits

In order for us to process your work permit, you will need to complete section A at the top of the form and your employer will have to complete section B. Once both sections are complete, bring the completed form to the Attendance desk with a copy of birth certificate and social security card/information.

WORK PERMIT DATA SHEET
(For Collection of Information ONLY)

A	Information on Minor (Please Print)		
Name _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Last First MI </div>			
Street _____ City, State, Zip Code _____			
County _____ Parent / Guardian's Name _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Last First MI </div>			
Date of Birth _____ Age _____ Race _____ Gender _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Month Day Year </div>			
SSN / Parent Alien Certification Number _____ Home Phone Number () _____			
Is minor a GA student? _____ If so, School of Attendance & Grade _____			
You must present a Birth Certificate to the Issuing Officer.			

B	Employer Information (Please Print)		
For employer internet access go to www.dol.state.ga.us , select Child Labor, then select Online Work Permit			
Name of Employer _____			
Physical Address _____			
City _____ State _____ Zip Code _____ County _____			
Phone No. _____ Type of Industry _____			
Job Duties: _____			
# <input type="checkbox"/> Enter maximum hours per school day.		Hours will be scheduled between	_____ : _____ AM / PM Earliest Start Time Latest End Time
# <input type="checkbox"/> Enter maximum hours per non-school-day.		Hours will be scheduled between	_____ : _____ AM / PM Earliest Start Time Latest End Time
# <input type="checkbox"/> Enter maximum hours per week when school in session.			
# <input type="checkbox"/> Enter maximum hours per week when school not in session.			
NOTE: Circle AM or PM.			
# Each box requires a number			
/		/	
Printed Name and Title of Employer providing information		Signature	Date

THIS IS NOT AN EMPLOYMENT CERTIFICATE.

This form is used for obtaining information for the issuance of electronic work permits. Minor completes Section A. Employer completes Section B **in its entirety**. Issuing Officer enters all data into online work permit system. After proper issuance of the electronic work permit by a school official, a printed copy of the completed work permit will be furnished to the minor for submittal to the employer prior to employment. The employer must retain the completed work permit for the duration of the minor's employment. If you have any questions, please contact the Department of Labor, Child Labor Section at 404-232-3260.

*** All Fields Required**

NOTE: When there is a difference in law (federal, state, and/or local) the law providing the most protection to the minor takes precedence.

Equal Opportunity Employer/Program * Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

CONFIDENTIAL

(02/08)