REQUIRED ISBE DOCUMENTATION FOR WORK PERMIT (MINOR)

The following scanned documents must should be submitted to workpermit@isbe.net prior to scheduled appointment (2 -3 days at minimum)

- ☐ **INTENT TO EMPLOY LETTER**
  A letter from the prospective employer on letterhead stationery, signed with an actual signature by the employer or agent stating the type of work and work schedule of potential minor.
- ☐ **PROOF OF AGE (ORIGINAL)**
  An original birth certificate issued by the city, county, state, or hospital is preferred. If the original birth certificate is not available, we will accept one of the following: Baptismal certificate, passport, insurance policy or notice of birth registration.
- ☐ **ORIGINAL SOCIAL SECURITY CARD**
- ☐ **STATE ID OR VALID DRIVERS LICENSE OF PARENT/GUARDIAN**
- ☐ **PARENTAL APPROVAL**
  A signed written statement from the parent or guardian approving the child's employment.
- ☐ **MEDICAL STATEMENT (NOTE FROM PHYSICIAN)**
  A signed physician's statement on the physician's or health institution's letterhead or stamp indicating based on an examination performed within one year of the date or work permit application, the child is physically fit to be employed in all legal occupations. Electronic Signature notation acceptable.
- ☐ **PRINCIPAL'S STATEMENT (WAIVED DURING SUMMER MONTHS WHEN SCHOOL IS NOT IN SESSION)**
  A signed principal's statement on school letterhead, stamp or seal stationery verifying the school-age child is active and in good standing academically at school when school is in session.
- ☐ **PROOF OF A COOGAN OR UTMA ACCOUNT (Blocked Trust Account)**
  Applies to minors applying for a performing, acting, or modeling work permit.
  Waived for background work.
  Examples of financial institutions to offer these accounts:

    - Actors Federal Credit Union
    - First Entertainment Credit Union
    - SAG/AFTRA Federal Credit Union
    - Wells Fargo
    - Chase Bank
    - US Bank

If you have any questions, contact **workpermit@isbe.net** or call (312) 814-2220 to request a virtual appointment. The request should include a contact telephone number to assist ISBE representatives with scheduling and or responding to inquiries.