

WORK PERMIT AND AGE CERTIFICATE REQUIREMENTS

WORK PERMITS are issued to minors 0 months through 15 years.

Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model (Section 250.260 of the Child Labor Law)

1. **A WRITTEN APPLICATION MUST BE COMPLETED** in order to obtain a work permit for a minor and is required under section 205/12 of the Illinois Child Labor Law.
2. **THE PARENT/GUARDIAN MUST BE PRESENT** when you are issuing a work permit to someone 15 years of age or younger. The parent/guardian's presence at the time the application is filed is required under section 205/12. Of the Illinois Child Labor Law.
3. **THE MINOR CHILD MUST BE PRESENT** when you issuing a work permit. The parent may not come in without the minor child to obtain a work permit for the minor child.
4. **YOU MUST HAVE THE MINOR CHILD'S SOCIAL SECURITY NUMBER** We do not number work permit forms. Instead of permit numbers, we will now use the minor's social security number.
5. **ITEMS NEEDED FOR VERIFICATION BEFORE A WORK PERMIT CAN BE ISSUED:**
 - a. A statement of intention to employ signed by the prospective employer listing the nature of the occupation in which he intends to employ the minor. The exact hours of the day and number of hours per day and days per week must be listed.
 - b. Verification of age, proven by:
 - i. Birth Certificate furnished by the State/County or a signed statement of the recorded date and place of birth issued by a registrar of vital records **OR** Passport **OR** Certificate of baptism duly certified showing the date of birth and place of baptism of the child.
 - c. Phone Number & Current Address
 - d. Social Security Card
 - e. Physical date within one year of the date the minor is applying
 - f. The pink principal form verifying that the minor is making satisfactory academic progress to work part time. Can be issued on school letterhead and signed by the principal. (ONLY REQUIRED DURING SCHOOL YEAR)
6. **WHAT TO DO WHEN YOU RECEIVE THE SIGNED WORK PERMIT FORM:**
 - a. Yellow copy for the employer (**THIS IS THE ONLY COPY THAT COMES TO ME**)
 - b. Blue copy for the Department of Labor
 - c. Green copy retained with the application & supporting back up for your records
 - d. Pink copy for the parent's records.
 - e. Mail the Blue copy to:

Illinois Department of Labor
State of Illinois Building
Attn: Child Labor Enforcement
160 North LaSalle St., Ste #1300
Chicago, IL 60601-3150

CERTIFICATE OF AGE

A certificate of age is only issued to persons between the ages of 16 and 20 years old. This is not a work permit, but only certifies his/her age and can be issued to anyone 16-20 years of age upon request.

IL DEPT OF LABOR FORMS MUST BE USED; OTHER FORMS WILL NOT BE ACCEPTED!!!

*** PLEASE ALLOW UP TO SEVEN DAYS FOR PROCESSING ***