

How to Get a Work Permit

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You're ready to enter the wonderful world that is the work force. Fantastic. But if you're not 18, you may need a work permit. It all depends on where you live, but luckily the process is fairly straightforward. Here's how to get the pesky paperwork done and over with.

Things You'll Need

- ☐ Birth Certificate or driving permit
- ☐ Parent's signature
- ☐ Good grades (in some states)
- ☐ A clean bill of health

Steps



1 Do some research online. Every state has different rules when it comes to being able to get a work permit. You may not even have to go to much trouble -- some states don't even issue them. The Federal government doesn't require such a permit; the law is on the state level.

- A list of the states and their regulations can be found [here](#). It'll tell you age requirements and where the permits are issued.



2 Obtain the work permit form. This can either be had at your high school (or a participating high school) or online at your state's Department of Labor website. Go to your school's main office and ask if they can help you.

- Each state's form is different, too. Here's an example of [California's](#).



3 Get all the necessary information and signatures. You'll definitely need to fill some of the form out yourself, but you'll also probably need a guardian's information and signature and your prospective employer's information and signature, too. Don't hesitate to ask! This is very routine for them.

- Some states won't issue you a work permit until you have an employer that wants to hire you. They may also require workload and scheduling details, too.
- You may also need a doctor's note and/or driver's permit, depending.



4 Submit your completed form to an issuing officer. This is often someone at your school or the superintendent of area schools. Ask at your school whose signature you should obtain.

- If you are home-schooled, you may contact that area superintendent or call your local Department of Labor office -- they may be able to usher on the process for you.
- The issuing officer should then give you your work permit. It's that easy! No fee and no waiting. It may be as simple as a Xeroxed piece of paper - so don't lose it!



5 Show your permit to your employer. He/She should then take it and make a photocopy for his/her records. That bad boy is yours to keep! Unless of course you were issued an online certificate (which some states do).

- Many states have websites for employers to check and see if a minor has a work permit. If this could help you, tell your boss! Proof is just a click away.



Tips

- Some cities and states require that you are passing all of your classes in order to receive a work permit.
- Get all of your documentation together prior to job hunting.
- You may need your parent's signature, a note from your doctor saying that you are in good health to work, evidence of your age (generally a birth certificate or driving permit works well), and in some states you need your employer to write a letter saying how many hours a week you will be working and which days you will be working.
- If you are home schooled, you may have to submit your application to your state's Department of Labor office.
- Let your prospective employer fill in their parts of the application as the final step.

References

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