



APPRENTICESHIPS. INTERNSHIPS. JOBS.



YOUTH WORK PERMIT AND CERTIFICATION OF AGE REQUIREMENTS

Where can you apply for a work permit?

Youth needing a work permit should go to:

***Illinois State Board of Education

100 W. Randolph, 14th Floor Chicago, IL 60601

Phone: 312-814-2220

(Open Monday through Friday from 9:00 AM to 4:00 PM. Please call for an appointment)

During the school year, youth can contact their career counselor in their school.

***open year round

Who can apply for a work permit?

WORK PERMITS are issued to a minor age 0 through 15 years.

Employment certificate cannot be issued to minors' age 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law.

- 1) THE PARENT/LEGAL GUARDIAN must be present when 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 Child Labor Law
- 2) THE MINOR CHILD must be present when issuing a work permit. The parent may not come in without the minor child to obtain a work permit.

What do you need to bring when applying for a work permit?

Youth should bring the following items when applying for a work permit:

- Letter of Intent to Hire: This is a letter from the employer who has hired the youth. It must be on business letterhead and include the contact information (address and phone number) of the employer/business. The hours and days per week the youth will work must be listed, as well as the exact nature of the occupation.
- Verification of Age (only one of the following):
 - o Birth Certificate
 - o Passport
 - o Baptismal Certificate
 - o Bible Record
- Social Security Card
- A physical, dated within one year of the date the minor is applying
- A parent approval-written note from the parent/guardian giving the child permission to work.
- A principal/counselor letter verifying that the minor is in good academic standards to work part-time (THIS FORM IS REQUIRED DURING THE SCHOOL YEAR ONLY).

ILLINOIS CHILD LABOR HOTLINE: 800.645.5784