



APPLICATION REQUIREMENTS FOR OBTAINING A MINOR WORK PERMIT

To be eligible for issuance of the permit, BOTH the minor and parent/legal guardian MUST be present. If the legal guardian is not on the birth certificate, proof of guardianship MUST be provided.

The following items MUST be completed prior to visiting the office. Please present all documents to ROE Issuing Officer to obtain employment certificate:

- Minor Information & Guardian Approval Form**- details of the minor who is seeking employment and guardian approval statement
- Employers Statement**- describes specific nature of work, hours and day(s) minor to work.
 - **NOTE:** A minor who is employed in artistic or creative services, such as an actor or model must also provide proof of an established trust account in the child performer's name.
- Evidence of Age**- copy of birth certificate. If a birth certificate is unavailable, you must provide a sworn statement explaining why it is unavailable and provide other reliable proof of minors identity and age (e.g., *passport or visa with sworn affidavit.*)
- Certificate of Physical Fitness**- statement from doctor stating student is physically fit to work. The physical examination must have been done within the last year. (*Sports Physicals can be accepted if there is a physician signature. MyChart summaries are not acceptable.*)
- Principal Statement**- from school attended. Must include principal signature and approval that the student is in good academic standing. (*This statement is ONLY required for a minor who is working during the school year.*)
- Parent/Guardian Proof** - parent/guardian MUST bring proof of a valid ID and accompany the minor to the office. Parent approval for a minor to work must be secured before a certificate is issued.
- Issuing Officer Statement***- to be completed by ROE Staff given that the above documentation is provided. (*This form will not be included in the packet.*)

WORK PERMITS MUST BE RENEWED ANNUALLY

If your employer or home address changes, you must get a new work permit.



MINOR INFORMATION FORM:

Applicant's Full Name: _____

Date Of Birth: _____ Sex: _____

Minor Phone Number (*optional*): _____

Parent/Guardian Phone Number (*required*): _____

Home Address: _____

City: _____ State _____ Zip _____

Applicant's School Name: _____

PARENT/LEGAL GUARDIAN APPROVAL

Parent/Legal Guardian Name: _____

I hereby give my permission for _____ to
Minor Name

work at _____.
Place of Employment

Signature of Parent/Legal Guardian

Date



EMPLOYER'S STATEMENT

Company Name: _____

Description of Business: _____

Work Address: _____ City: _____ State _____ Zip: _____

Company Phone Number: _____

Student's Job Title: _____

Description of Student's work tasks:

Number of work days per school week: _____ Number of hours per day: _____

What times during the week will the student work?(e.g. 4pm-7pm)_____

What times on Saturday/Sunday? _____

Is this summer work only? (Circle One): YES / NO

Signature of Company Administrator

Date

Title



PRINCIPAL STATEMENT TO ISSUING OFFICER

This form is to be completed by an authorized administrator of the applicant's school.

Date: _____ **Name of School:** _____

Minor's Name _____

This is to certify that the undersigned has reviewed academic records of _____ (student name) and that the said minor requests that an employment certificate be issued permitting employment outside of school hours.

The school records disclose that the above-named minor was born on _____ (birth date) and has completed the _____ Grade. He or she is in school from _____ (AM) to _____ (PM) with a _____ minute lunch period.

Parent/Legal Guardian(s): List at least one parent/guardian on file with the school

First and Last Name: _____ Relationship to Minor: _____

First and Last Name: _____ Relationship to Minor: _____

This form is to certify that according to school records, the minor named above is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

Signature of Authorized Administrator

Date

Title

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT. **NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE** BUT SHOULD BE DELIVERED TO THE REGIONAL OFFICE OF EDUCATION'S ISSUING OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY TO MEET LOCAL CONDITIONS.

Certificate Of Physical Fitness

Required by Section 55 of the Child Labor Law, 820 ILCS 206/55 (b)(4)(D)

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Sex _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Questions for Health Care Provider

a. Based on your examination, should there be any restrictions on the minor's work duties?

b. Based on your examination, does the minor need to be re-evaluated sooner than one year from the date of this examination before being allowed to continue work?

Name of Examiner _____

Signature of Examiner _____ Date _____



WORKING CONDITIONS AND RESTRICTIONS:

- Allowed hours of work are:
 - Between 7 a.m. and 7 p.m. from Labor Day until June 1
 - Between 7 a.m. and 9 p.m. from June 1 until Labor Day
- A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.
- Minors may NOT work:
 - More than 18 hours during a week when school is in session;
 - More than 40 hours during a week when school is not in session;
 - More than 8 hours in any single 24-hour period;
 - More than 3 hours per day or more than 8 hours total of work and school hours on days when school is in session.
- For Year-Round schools, minors may work:
 - From 7am to 10pm when school is not in session.
 - Until 7am to 9pm on school days, if:
 - The minor does not work more than 3 hours per day
 - The minor does not work more than 2 school days in that week
 - The minor does not work more than 24 hours outside school hours in that week
- Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of the minor's birth certificate. The minor must be accompanied by a parent or guardian.
- When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.

If you think there is an exception with the job that you are looking to take, please visit the Child Labor Law Compliance page through the Department of Labor website for a full list of exceptions.

For complaints and inquiries please call the IL Department of Labor: Toll Free 1-800-645-5784. Questions regarding Workers Permits for Minors can be sent to workpermit@isbe.net.



EMPLOYMENT RESTRICTIONS FOR MINORS:

No person shall employ, allow, or permit a minor to work at the following hazardous occupations:

1. in any mechanic's garage, including garage pits, repairing cars, trucks, or other vehicles or using garage lifting racks;
2. in the oiling, cleaning, or wiping of machinery or shafting;
3. in or about any mine or quarry;
4. in stone cutting or polishing;
5. in any factory work;
6. in or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of same;
7. in or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any other place in which the heating, melting, or heat treatment of metals is carried on;
8. in the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping, or metal plate bending machines;
9. in or about logging, sawmills or lath, shingle, or cooperage-stock mills;
10. in the operation of power-driven woodworking machines, or off-bearing from circular saws;
11. in the operation and repair of freight elevators or hoisting machines and cranes;
12. in spray painting;
13. in occupations involving exposure to lead or its compounds;
14. in occupations involving exposure to acids, dyes, chemicals, dust, gases, vapors, or fumes that are known or suspected to be dangerous to humans;
15. in any occupation subject to the Amusement Ride and Attraction Safety Act;
16. in oil refineries, gasoline blending plants, or pumping stations on oil transmission lines;
17. in the operation of laundry, dry cleaning, or dyeing machinery;
18. in occupations involving exposure to radioactive substances;
19. in or about any filling station or service station, except that this prohibition does not extend to employment within attached convenience stores, food service, or retail establishments;
20. in construction work, including demolition and repair;
21. in any energy generation or transmission service;
22. in public and private utilities and related services;
23. in operations in or in connection with slaughtering, meat packing, poultry processing, and fish and seafood processing;
24. in operations which involve working on an elevated surface, with or without use of equipment, including, but not limited to, ladders and scaffolds;
25. in security positions or any occupations that require the use or carrying of a firearm or other weapon;
26. in occupations which involve the handling or storage of human blood, human blood products, human body fluids, or human body tissues;
27. in any mill, cannery, factory, workshop, or coal, brick, or lumber yard;
28. any occupation which is prohibited for minors under federal law; or
29. in any other occupation or working condition determined by the Director to be hazardous.