

Completing an Employment Certificate Online for Minors Under Age 18 (Instructions for Minors)

ALL FIELDS MUST BE COMPLETED IN ORDER FOR US TO ISSUE A PERMIT.

To access the online employment certificate (work permit) system, go to our website at www.dol.state.ga.us.

- Select “Child Labor”, listed under “Quick Links”.
- Select “Get a Youth Employment Certificate (Work Permit)”.

SECTION A (To be completed by the Minor)

To start a work permit online, the minor:

- Selects the “**Minor**” option.
- Enters Social Security Number or Parent Alien Certification number (for minors under 15), date of birth, and then selects “Submit”.
- Enters name, address, parent’s name, etc.
- Ensures all field are completed.
- Verifies all information and selects “Submit”.
- Minor will receive a 10 character “Minor Security Key (MSK)”.

Print the “Work Permit Data Sheet” and take it to the potential employer.

SECTION B (To be completed by Employer)

- Employer may also complete form online, but handwritten is acceptable.
- Must be filled out **completely** and signed.

- Bring completed Work Permit Data Sheet to the school along with **your certified birth certificate and your social security card.**
- Applications turned in early in the day can usually be picked up the same day.