WORK PERMITS

To begin the process of seeking a minor work permit, the parent/guardian should contact the School Counselor at the Galva 224 school district.

For detailed information, see the information at: https://labor.illinois.gov/laws-rules/fls/employment-certificates-minors.html

- IL Department of Labor, Child Labor Law Compliance

REQUIRED DOCUMENTATION

1. **INTENT TO EMPLOY LETTER**
   A letter from the prospective employer on letterhead stationery, signed with an actual signature by the employer or agent stating the type of work and work schedule of potential minor.

2. **PROOF OF AGE (ORIGINAL)**
   An original birth certificate issued by the city, county, state, or hospital is preferred. If the original birth certificate is not available, we will accept one of the following: Baptismal certificate, passport, insurance policy or notice of birth registration.

3. **ORIGINAL SOCIAL SECURITY CARD**

4. **PARENTAL APPROVAL**
   A signed written statement from the parent or guardian approving the child's employment.

5. **MEDICAL STATEMENT (NOTE FROM PHYSICIAN) School physical is acceptable.**
   A signed physician's statement on the physician's or health institution's letterhead or stamp indicating based on an examination performed within one year of the date or work permit application, the child is physically fit to be employed in all legal occupations. Electronic Signature notation acceptable.