

How to Complete the Application for Work Permit

All students between the ages of 14 and 18 should have a work permit if they are employed.

Step 1: Complete the section of the application *“To The Minor”*

Step 2: Sign the bottom of the form in the section labeled *“To The Issuing Officer”* where it says *“Signature of Minor”*

Step 3: Have a parent or guardian sign the bottom where it says *“To The Parent or Guardian”*

Step 4: Take the form to your employer to complete the *“To The Employer”* section. Be sure the employer’s representative has signed the form

Step 5: Bring the form to **Mrs Chaffer in the SRHS Guidance Office**, between the hours of 7:30am and 2:00pm, along with a way to verify your birthday. You may use any one of the following for verification:

- Birth Certificate
- Valid Maryland Driver’s License or Learner’s Permit
- Maryland State ID
- Passport
- Student ID Number

You must appear in person

to have your application for a work permit processed.

Work Permits must be *hand carried* to your employer for their records.

APPLICATION FOR WORK PERMIT FOR A MINOR

To The Minor

First Name

Last Name

Street Address

City

County

State

Zip Code

Home Telephone

Date Of Birth Month Day Year

School Name

1. Complete your section of the this application. Type or print and make sure it is legible. Use your correct legal name.
2. Have the Employer complete the Employer section.
3. Have your parent or guardian sign this application.
4. Use the data to complete the on-line application: www.dlir.state.md.us/labor/empm.shtml

For Proof of Age. You may use:
 Birth Certificate
 School Records
 Valid Maryland Driver's License
 Any official Government document

5. Take this Application, the on-line Application Receipt and your Proof of Age to any Issuing Officer and request a Maryland Minor Work Permit.
6. Deliver the official Work Permit to your employer.

* A new permit must be obtained for each job *

1. Complete your section of this application and return it to the minor for validation.
2. Do not allow minor to work until the official work permit is in your possession.
3. Work permits are not transferable and are required until the minor's 18th birthday.

To The Employer

Company Name

Street Address

City

County

State

Zip Code

Telephone

Telephone Extension

Employer Rep Name

Employer Rep Signature

X	Select - Type of Business
	Agriculture, Forestry, Fishing & Hunting
	Mining
	Utilities
	Construction
	Manufacturing
	Wholesale Trade
	Retail Trade
	Transportation & Warehousing
	Information
	Finance & Insurance
	Real Estate & Renting & Leasing
	Professional & Technical Services
	Management of Companies & Enterprises
	Administrative & Waste Services
	Educational Services
	Health Care & Social Assistance
	Arts, Entertainment & Recreation
	Accommodation & Food Services
	Other Services except Public Administration
	Public Administration
	Unknown

Work Duties

To The Parent or Guardian

This minor is being employed at the place of work described above with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued for the above named minor.

Signature of Parent or Guardian Date

To The Issuing Officer

1. Verify the minor has signed and dated the correct and true statement below.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Signature of Minor Date

2. Do not accept an incomplete application.
3. The Division of Labor and Industry requires you retain this application in your file for 3 years from date of issuance.

Control Number

Date of Issue