

Completing an Employment Certificate (Youth Work Permit) for Minors Under Age 16 (Instructions for Employers)

The minor **must** secure potential employment prior to completing their portion of the Youth Work Permit application. Once the minor completes their portion of the work permit application online, the Employer **must** complete their portion of the work permit application online. Once both the minor and employer complete their sections of the work permit application, the work permit can be issued by the authorized issuing officer.

Completing the Youth Work Permit Application:

- Employer will access the minor application for a Youth Work Permit at this link:
<https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=WP19&FRMNAME=WP19>
- Enter the employer's telephone number and select "Submit"
- Enter the Minor Security Key (MSK) provided to you by the minor and select "Submit"
- Click on the correct date to complete the application that was started by the Minor. (Select the most recent date if there is more than one date displayed.)
- Enter employer name, physical worksite address, telephone number, etc. (If the Employer's contact information is pre-populated, please verify or update)
- Complete all required fields
- Select "Industry" and "Job Duty" from drop down box. (If job duty is not listed, select "Other" and enter description of duties in the section provided.)
- Enter maximum work hours per day/week and earliest start and latest end time for when school is in and out of session.
 - o Please verify that the work hours are in compliance with Federal/State regulations by comparing to the Child Labor Summary Sheet found at this link: <https://dol.georgia.gov/document/child-labor/child-labor-summary-sheet/download>
- Enter name and title of company official completing form; verifies information & select "Submit"

Once you have completed the employer portion of the Youth Work Permit – the minor must contact the issuing officer to have the work permit completed and issued:

*Minors attending a GA School must present a certified copy of their birth certificate and Minor Security Key (received when this application is completed) to the issuing officer at their school after the employer completes their portion of the application and are issued an employer's security key.

*Homeschooled Minors must email a certified copy of their birth certificate, Intent to Home School Form and Minor Security key to childlabor@gdol.ga.gov after the employer completes their portion of the application and are issued an employer's security key.

*Minors residing outside the State of Georgia – or attending school outside the State of Georgia must email a certified copy of their birth certificate, minor security key and a statement that they attend school outside the State of Georgia (please provide the State of Residence and School Name) to childlabor@gdol.ga.gov after the employer completes their portion of the application and are issued an employer's security key.

After the issuing officer completes the Youth Work Permit:

- The issuing officer will provide a printed copy of the Youth Work Permit to the minor
- The minor will provide the Youth Work Permit to their employer
- **The employer must maintain a copy of the Youth Work Permit at the work site as long as the minor is employed.**

If you have any questions, please contact the GA Dept. of Labor Child Labor Unit at 1-877-709-8185 or via email to childlabor@gdol.ga.gov