

## Completing an Employment Certificate Online for Minors Under Age 16 (Instructions for Employers)

Once the Minor Section is completed online, the Employer must access the online employment certificate (work permit) system at [dol.georgia.gov](http://dol.georgia.gov).

- Select “Laws and Rules”
- Under “Laws and Rules” select “Child Labor”
- Select “Get a Youth Work Permit Online”
  
- Select the “**Employer**” option on the online work permit system.
- Enter the employer’s telephone number and select “Submit”.
- Enter the Minor Security Key (MSK) 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)**
- Selects “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.
- Enter name and title of company official completing form; verifies information & selects “Submit”.

**The employer should retain a copy of the confirmation page displaying the MSK (Minor Security Key) & the ESK (Employer Security Key).**

All minors, including home schooled minors, minors not attending school, and minors from out-of-state must have their certificates issued. These minors should take their birth certificate to the issuing officer. After the issuing officer has certified the employment certificate online, he/she will print a completed copy from the system and present it to the minor. The minor takes the computer generated copy of the online certificate to the employer. **The employer must maintain this copy of the employment certificate at the work site as long as the minor is employed.**

**NOTE: An authorized issuing officer is:**

1. Superintendent of schools or his/her designee (Each school usually has designated issuing officers).
2. Principal Administrative Officer of a licensed private school or his/her designee.