

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

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 issuing officer.

Completing the Youth Work Permit Application:

- Issuing Officer will access the minor application for a Youth Work Permit at this link:
<https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=WP04&FRMNAME=WP04>
- The Issuing Officer will sign in to the transaction using their User Name and Password
- If the Issuing Officer does not have a User Name already established, their school principal or administrator can request they be added as an issuing officer for their school by emailing a letter to childlabor@gdol.ga.gov – including the school's Federal Employer ID Number, a request to add issuing officers. The letter must include the new officer's name, job title, phone number and email address
- Select "Search for Minor Initiated Permits"
- Search for the Youth Work Permit using:
 - Minor's SSN and Date of Birth – or
 - MSK (Minor Security Key)
- Select "Inquire"
 - If the Youth Work Permit appears under Section A Completed – this means the employer has not completed their portion of the Youth Work Permit. The minor should be instructed to contact the employer and have them enter the employment information for the Youth Work Permit
 - If the Youth Work Permit appears under Sections A and B Completed – this means the Youth Work Permit has been completed by both the minor and employer and is ready for review by the issuing officer
- If the Youth Work Permit appears under Sections A and B Completed – select the Youth Work Permit to review
- Review the Minor's Birth Certificate and Youth Work Permit Application.
- If all data is correct and the job duties and hours to be worked are within the guidelines set forth by State and Federal Regulations as found on the "Child Labor Summary Sheet" located on this link:
<https://dol.georgia.gov/document/child-labor/child-labor-summary-sheet/download> the Youth Work Permit will be allowed.
- If the Youth Work Permit is allowed – complete the Issuing Officer verification questions on the Youth Work Permit
- Print the Completed Work Permit and submit the copy to the minor to be taken to the prospective employer. (These may be printed as PDF documents and emailed to the Minor"

Youth Work Permits are issued as shown below:

*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.

*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.

*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.

After the issuing officer completes the Youth Work Permit:

- The issuing officer will provide the Youth Work Permit to the minor
- The minor will provide the Youth Work Permit to the employer
- **The employer must maintain a copy of the employment certificate 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 (877) 709-8185 or via email to childlabor@gdol.ga.gov