

# Completing an Employment Certificate Online For Minors Under Age 18 (Instructions for Employers)

To access the online employment certificate (work permit) system, go to our website at [www.dol.state.ga.us](http://www.dol.state.ga.us).

- Select “Child Labor”, listed under “Quick Links”.
- Select “Get a Youth Employment Certificate (Work Permit)”.

## SECTION B (To be completed by the Employer)

Upon receipt of a data sheet from the minor, the employer:

- Selects the “**Employer**” option on the online work permit system.
- Enters the employer’s telephone number and selects “Submit”.
- If the employer information is already in database, selects “Start New Employee”.
  1. Enters the Minor Security Key (MSK) and selects “Submit”.
  2. Selects the correct date to complete Section B.  
**(Select the most recent date if there is more than one date displayed.)**
- If the employer information is not already in the database,
  1. Enters the Minor Security Key (MSK) and selects “Submit”.
  2. Selects the correct date to complete Section B.  
**(Select the most recent date if there is more than one date displayed.)**
  3. Enters employer name, physical worksite address, telephone number, etc.
- 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.)**
- Enters maximum work hours per day/week and earliest start and latest end time for when school is in and out of session.
- Enters 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 & the ESK (Employer Security Key) in order to print a “Completed Work Permit” after section C has been completed by an issuing officer. The ESK is only active for 30 days after the completed work permit has been issued.**

### 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.

All minors, including home schooled minors, minors not attending school, and minors from out-of-state, must have their certificates issued by one of the above sources. 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:** Minors 16 & 17 years of age that are issued a permanent identification card (Form DOL-4102) should retain the card themselves. Minor should present their first employer with the original copy of the employment certificate. On subsequent employment, minor should present the ID card to the employer. Employer should make a copy of the ID card for minor’s personnel file and return the original to the minor. **The employer keeps a copy of the ID card on file at the work site as long as the minor is employed.**