



WORK PERMIT APPLICATION

Work Permits Issuance by Appointment Only.

- 1. Original Birth Certificate
- 2. Original Social Security Card
- 3. Letter of Intent of Employer (must include Minor's specific work hours & Manager contact info)
- 4. Current Physical Exam (dated within one year of the date you are applying for work permit)
- 5. Principal's Statement stating the child is in good standing at school
- 6. Written Statement the parent approves of Child's Employment
- 7. Work Permit Application Form (Parent must sign in presence of ROE issuing officer).
- 8. Child performers in an artistic or creative service have a Trust Fund/COOGAN account set up in the child's name where 15% of their gross earnings will be deposited

Please note that the minor must be present with parent/guardian when application materials are submitted in person. This is a requirement under section 205/12 of the Child Labor Law.

Minor/Child Information

DOB: _____ Minor's Social Security Number (required): _____

Minor's Name: _____

Address: _____ City, State, Zip Code: _____

Phone Number: _____

Parent/Guardian Contact Information:

Name: _____

Address: _____ City, State, Zip Code: _____

Contact Phone Number: _____ Contact Email: _____

Employer Information

Business Name: _____

Business Address (No P.O. Box): _____

City, State, Zip Code: _____

Business Phone Number: _____

Type of Business: _____ Minor's Job Title: _____



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See Back For Parent/Guardian Consent →

Parent/Guardian Consent:

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

(Must be signed in the presence of the issuing officer)