

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

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 A (To be completed by the Minor)

To start a work permit online, the minor:

- Selects the ‘**Minor**’ option.
- Enters Social Security Number or Parent Alien Certification number (for minors under 15), date of birth, and then selects ‘Submit’.
- Enters name, address, parent’s name, etc.
- Ensures all fields are completed.
- Verifies all information and selects ‘Submit’.
- Minor will receive a 10 character ‘Minor Security Key (MSK)’.

**Print the ‘Work Permit Data Sheet’ and take it to the potential employer**

### 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.**