

## Minor (Ages 14-17) Employment Permit Process

NOTE: This process is specific to a job. A new permit must be issued if the minor changes jobs, obtains a different position with the same employer, and for each additional employment position or job.

Minor must obtain job offer from employer (may be verbal)

Obtain Work Permit Application from Department of Labor Standards website: <http://www.mass.gov/dols/youth>

Have employer complete the "Promise of Employment" section of the Work Permit Application.

Is the Minor 14 or 15 years old?

If yes:

Doctor must complete "Physician's Certificate of Health" section of Work Permit Application. Minor must obtain School Record from school last attended. School Record can be obtained by the Department of Elementary and Secondary Education Security Portal by a designated School official.

If no:

"Physician's Certificate of Health" not required. Obtain proof Minor meets requirements for completion of 6<sup>th</sup> grade.

Parent/Guardian/Custodian and Minor must review "Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupations Restrictions" and assess whether the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian must sign the Work Permit Application in section 4 and the minor must sign the Work Permit Application in section 5.

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