

WORK PERMIT REQUIREMENTS

Under 16 years of age

State of Illinois Department of Labor Work Permit Requirements

The **Records Office must have all five documents** in order to properly complete your work permit. There are no exceptions to these State requirements.

1. **Copy** of your **Birth Certificate** (not the original)
2. **Copy** of your **Social Security Card** (not the original)
3. **Copy** of your **Physical Exam & Immunization forms** from the school nurse or your physician. Exam must be from within one year.
4. **Original Note from your Employer**, stating what the job entails and where the job is located.
5. **Original Note from Parent**, stating son/daughter has permission to obtain a work permit for the job indicated, and is in good health to work. Note will need to include **home address** and **daytime phone number**.

The Registrar will submit the application online for a work permit to the state.

Work permits can be obtained in room 220 at Winnetka, or room A401 at Northfield.