

Application for Work Permit for a Minor (15 and under)

Note: Schools can only issue work permits for their own currently enrolled students.
ROE # 17 can only issue work permits for minors that live or go to school in DeWitt, Livingston, Logan or McLean County that attend a school that does not issue work permits.



Minor's Information

First Name	M.I.	Last Name	Sex	Date of Birth
Street Address				
City	State	Zip	Phone	

Parent / Guardian's Information

First Name	Last Name	Phone
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As the parent/guardian of the above minor, I approve the employment of the minor for the specified job listed below.

Parent/Guardian signature: _____

Employer's Information (to be completed by minor or parent/guardian)

Business Name	Business Phone	
City	State	Zip
Occupation of Minor		

In addition to this application, the following must be submitted:

- Intention to Employ Letter: A written statement by the employer, on their letterhead with work description and schedule signed by the employer or agent.
- Proof of Age Documents: examples include a birth certificate (original or certified), or a state ID.
- Medical Statement: A written statement from a physician confirming the minor is physically fit to be employed in all legal occupations.
- Principal's Statement: If the child applicant is over six years of age, the applicant's home school must supply a letter on school letterhead and verified by the principal stating the minor is a full-time student and the hours the child is in school. The statement should include the minor's name, address, social security number, grade last completed, and the names of the parents/legal guardians.