

DuPage ROE Work Permit Application

DUPAGE REGIONAL OFFICE OF EDUCATION OFFICE USE ONLY
School & District NOT PERMITTED for use or handout.

- 1. Original Birth Certificate (proof of Minor's age)**
 - Note: Child's Social Security Card is no longer required)
- 2. ROE Statement of Intent to Employ form OR Letter of Intent from Employer (on letterhead)**
 - Must include contact info, nature of occupation & specific work hours and days per week
- 3. ROE Certificate of Physical Fitness form OR Current Physical Exam**
 - dated within one year of date applying for work permit
 - ROE will NOT accept the following:
 - × Doctor's Notes, After Visit Summaries, or Other Certificate of Physical Fitness forms
- 4. ROE School Officials Statement to Issuing Officer**
 - waived during summer months when school is not in session or child is under 6 years old
- 5. ROE Work Permit Application Form**
 - School/Districts NOT PERMITTED for use or handout
- 6. Parental Approval Signature**
 - Must sign Parental Approval located on *backside* of this Application Form
- 7. Valid Driver's License, State ID or Passport of Parent/Guardian**
- 8. Need parent's ID at work permit appointment**
- 9. Model/Actors need all the above plus: COOGAN/UTMA Trust Fund Acco**
 - Must provide original documentation from account set u
 - **waived for background performers (must state on letter of intent from agency or employer)**

Minor must be present with \Parent/Guardian with all the required documents not submitted prior to appointment.

This is a requirement under section 205/12 of the Child Labor Law

VISIT THE DUPAGE ROE WORK PERMIT FOR FORMS AND INFORMATION:

<https://www.dupageroe.org/services/work-permit>



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Minor/Child Information

DOB: _____ Minor's Name: _____

Address: _____

City, State, Zip Code: _____

Employer Information

Business Name: _____ Contact Phone Number: _____

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

City, State, Zip Code: _____

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

Parent Information

Name: _____ Contact Phone Number: _____

Contact Email: _____

Parent/Guardian Certification of 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: _____



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