

WORK PERMIT APPLICATION

Work Permits Issuance by Appointment Only.

1. **Original Birth Certificate** (proof of minor's age)
2. **Letter of Intent of Employer** (must include Minor's specific work hours & Manager contact info)
3. **Current Physical Exam - Doctor Note NOT Accepted** (dated within one year of the date you are applying for work permit)
4. **Principal's Statement the child's in active and good standing academically - must be on school letterhead** (waived during summer months when school is not in session)
5. **Work Permit Application Form** (Parent Signature Approving Child's Employment on back)
6. **Statement Parent Approves of Child's Employment** (Parent must sign approval statement in presence of ROE issuing officer)
7. **State ID or Valid Drivers License of Parent/Guardian**
- *8. **MODEL/ACTOR needs all the above plus a COOGAN ACCOUNT/UTMA ACCOUNT (TRUST FUND)** (waived for background work)

Please note that the minor must be present with parent/guardian when application materials are submitted in person. This is a requirement under section 205/12 of the Child Labor Law.

Minor/Child Information

DOB: _____

Minor's Name: _____

Address: _____ City, State, Zip Code: _____

Phone Number: _____

Parent/Guardian Contact Information

Name: _____

Contact Phone Number: _____ Contact Email: _____

Employer Information

Business Name: _____

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

City, State, Zip Code: _____

Business Phone Number: _____

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



See Back For Parent/Guardian Consent

AMBER QUIRK
Regional Superintendent
DuPage County Schools

421 N. County Farm Road
Wheaton, Illinois 60187
Phone: 630.407.5800
Fax: 630.407.5804

WORK PERMIT APPLICATION

Work Permits Issuance by Appointment Only.

Parent/Guardian 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:_____

(Must be signed in the presence of the issuing officer)