

Completing an Employment Certificate Online For Minors Under Age 18 (Instructions for Issuing Officers)

To access the online employment certificate (work permit) system, go to our website at www.dol.state.ga.us.

- Select “Child Labor”, listed under “Quick Links”.
- Select “Get a Youth Employment Certificate (Work Permit)”.

SECTION C (To be completed by the Issuing Officer)

Upon receipt of a data sheet from the minor (with parts A & B completed), the issuing officer:

- Selects the “Issuing Officer” option.
- Enters user name, password, and then selects “Submit”.
- Selects “To Minor Initiated Permits”.
- Enters the minor’s Social Security Number and date of birth and then selects “Submit”.
- Selects the appropriate date for available permits to be certified and reviews information for accuracy.
- Reviews a certified copy of the birth certificate or birth registration card for the minor.
- Completes the Issuing Officer verification questions.
- Prints the “Completed Work Permit” and submits the copy to the minor to be taken to the prospective employer.
- Completes a permanent identification card to give to 16 & 17 year old minors.

The online permit is only available for 30 days to the Issuing Officer for viewing and printing. The Issuing Officer may maintain a copy of the permit in the minor’s school file.

NOTE: An authorized issuing officer is:

1. Superintendent of schools or his/her designee (Each school usually has designated issuing officers).
2. Principal Administrative Officer of a licensed private school or his/her designee.

All minors, including home schooled minors, minors not attending school, and minors from out-of state, must have their certificates issued by one of the above sources. These minors should take their birth certificate to the issuing officer. After the issuing officer has certified the employment certificate online, he/she will print a completed copy from the system and present it to the minor. The minor takes the computer generated copy of the online certificate to the employer. **The employer must maintain this copy of the employment certificate at the work site as long as the minor is employed.**

NOTE: Minors 16 & 17 years of age that are issued a permanent identification card (Form DOL-4102) should retain the card themselves. Minor should present their first employer with the original copy of the employment certificate. On subsequent employment, minor should present the ID card to the employer. Employer should make a copy of the ID card for minor’s personnel file and return the original to the minor. **The employer keeps a copy of the ID card on file at the work site as long as the minor is employed.**