

WORK PERMIT PROCESS WESTLAKE HIGH SCHOOL

ALL STUDENTS:

Step 1: Pick up a work permit from guidance. It must be filled out completely:

- a. Complete the “To the Minor” section and sign the statement at the bottom of the form.
- b. Have your employer complete and sign the “To The Employer” section
- c. Have your parent or guardian sign and date the application after they review it.

IF YOU HAVE INTERNET ACCESS:

Step 2: Go to <http://dllr.state.md.us/> and complete the online application by using the data collected on the hard copy application. Click on Save

Step 3: You will receive an application receipt via e-mail. Print the receipt.

Step 4: Bring the complete work permit and application receipt to Guidance **BEFORE** first period.

The work permit will be processed by an issuing officer. See the guidance secretary at the end of the day to pick up your work permit.

IF YOU DO NOT HAVE INTERNET ACCESS:

Step 2: Bring your completed work permit to Guidance **BEFORE** first period.

The work permit will be processed by an issuing officer. See the guidance secretary at the end of the day to pick up your work permit.

Directions For The Minor

First Name: _____
 Last Name: _____
 Street Address: _____
 City : _____
 County: _____
 State: _____
 Zip Code: _____
 Home Telephone: _____
 Date Of Birth: Month: ___ ___ Day: ___ ___ Year: ___ ___ ___ ___
 School Name: _____

1. Complete your section of this application.
Type or print and make sure it is legible.
Use your correct legal name.
2. Have your Employer complete the Employer section.
3. Have your parent or guardian sign this application.
4. Use this data to complete the on-line application at:
www.dlr.state.md.us/labor/empm.shtml

For Proof of Age - You may use:
 Birth Certificate
 School Records
 Valid Maryland Driver's License
 Any official Government document

5. Take this Application, the online Application Receipt and your Proof of Age to any Issuing Officer and request Maryland Minor Work Permit.
6. Deliver the official Work Permit to your employer.

* A new permit must be obtained for each job *

Directions for the Employer

1. Complete your section of this application and return it to the minor for validation.
2. Do not allow minor to work until the official work permit is in your possession.
3. Work permits are not transferable and are required until the minor's 18th birthday.

Company Name: _____
 Street Address: _____
 City: _____
 County: _____
 State: _____
 Zip Code: _____
 Telephone: _____
 Telephone Extension: _____
 Employer Rep Name: _____
 Employer Rep Signature: _____
 Work Duties: _____

- √ Select - Type of Business
- _____ Accommodation & Food Services
 - _____ Administrative & Waste Services
 - _____ Agriculture, Forestry, Fishing & Hunting
 - _____ Arts, Entertainment & Recreation
 - _____ Construction
 - _____ Educational Services
 - _____ Finance & Insurance
 - _____ Health Care & Social Assistance
 - _____ Information
 - _____ Management of Companies & Enterprises
 - _____ Manufacturing
 - _____ Mining
 - _____ Other Services except Public Administration
 - _____ Professional & Technical Services
 - _____ Public Administration
 - _____ Real Estate & Renting & Leasing
 - _____ Retail Trade
 - _____ Transportation and Warehousing
 - _____ Unknown
 - _____ Utilities
 - _____ Wholesale Trade

Directions for the Parent or Guardian Please sign and date the knowledge and consent statement.

This minor is being employed at the place of work described above with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued for the above named minor.

 Signature of Parent or Guardian

 Date

Directions for the Issuing Officer

1. Verify the minor has signed and dated the correct and true statement below.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

 Signature of Minor

 Date

 Control Number

2. Do not accept an incomplete application.
3. The Division of Labor and Industry requires you retain this application in your file for 3 years from date of issue.

 Date of Issue