

Work Permit Instructions

16+ - no permit needed

Students: You MUST follow these directions to get a Georgia Work Permit

Log onto the Georgia Department of Labor website – www.dol.georgia.gov

STEP 1:

Click on **Individuals**

Select **Youth**

Middle of page click on **Get a Work Permit Online**

Select the **“Minor”** option on the online work permit system.

*Enter the Social Security Number or Parent Alien Certification number, date of birth, and then select “Start New Permit”.

*Enter name, address, parent’s name, etc. and select “Submit”

*Ensure all fields are correct and complete.

Select **“Submit”**.

*Minor will receive a 10 character “Minor Security Key (MSK)”.

STEP 2:

Print the **“Work Permit Minor Confirmation Page”** with the MSK and submit to the potential employer to complete the Employer section online.

STEP 3:

Minor should take their certified birth certificate, picture ID, and social security number to Russell Hall where it will be processed. 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.