

Poolesville High School

New Work Permit Procedures

As we are approaching the busy summer employment season it is important for all students from the ages of 14 up to 18 years to know that there are new procedures for obtaining Maryland work permits. It is a combination of a paper application that contains all the student's and employer's information along with proper signatures as well as an electronic "Minor Data Receipt" once the student enters all of the information online. Please read the directions below carefully so all permits can be issued in a timely fashion.

INSTRUCTIONS FOR OBTAINING A MARYLAND WORK PERMIT

A Maryland work permit is required if a minor plans on working for an employer in the state of Maryland, regardless of where the minor personally resides.

WORK PERMITS WILL NO LONGER BE ISSUED ON THE SPOT SINCE ALL THE INFORMATION ON THE APPLICATION MUST BE TRANSFERRED TO AN ELECTRONIC FORM BEFORE BEING ISSUED.

Work permits will be ready for pickup at 2:10 p.m. the day after they are dropped off at Poolesville so students need to plan accordingly.

Teens cannot apply for a Work Permit until they have gotten a job offer. In Maryland, any teen (14 up to 18 years of age), is required to have a Work Permit before they begin work. This is because the application for a Work Permit requires details from the employer, including the proposed occupation and work description. When the permit is issued it will allow the minor to perform certain and specific duties for a particular employer. If the minor changes jobs, a new work permit must be obtained. The work permit does not expire; however, it is not transferable to another employer or another job with the same employer. The validated work permit, with the Issuing Officer's signature must be in the employer's possession before the minor is permitted to work.

Directions for completing the APPLICATION FOR WORK PERMIT FOR A MINOR.

Students can either stop by the College/Career Center to pick up a paper copy of these directions and an attached Application for Work Permit for a Minor form or they can download the application at www.dllr.state.md.us/labor/empm.shtml#minorinst by clicking on the "Teen" link in the first box and then following the directions below.

- The minor completes the top section with their personal information.

- The minor's employer completes and signs the "**Directions for the Employer**" section.
- The minor's parent or guardian signs and dates the application in the "**Directions for the Parent or Guardian**" section after they review it.
- The minor must sign on the "Signature of Minor" line and the "Date" line at the bottom of the form under the section "**Directions for the Issuing Officer**".
- Go to the online application at www.dlr.state.md.us/childworkpermit/WorkPermit.aspx and fill in the requested information from the information you have gathered on your form above and hit the SAVE button.
- On the next screen, under Number 1, click on the link to download your receipt.
- If you are a PHS student please bring the completed **APPLICATION FOR WORK PERMIT FOR A MINOR**, the **MINOR DATA RECEIPT**, and a **Photo ID** to the College/Career Center for processing.
- Once the minor's identification is verified he/she will leave the application at PHS and return at the end of the next school day, at 2:10 p.m., to pick up their completed **Work Permit for Minors** form. The actual Work Permit that the minor receives will then be returned to the employer so that minor can begin their employment.