

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 with all the student's and employer's information, proper signatures and 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 in the Counseling office at STEP and before or after school. It may take 24 hours, 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: APPLICATION FOR WORK PERMIT FOR A MINOR.

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

- The minor completes "To the Minor" 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.dllr.state.md.us/childworkpermit/WorkPermit.aspx and fill in the requested information using data collected on the hard copy application. Hit the SAVE button.
- On the next screen, under Number 1, click on the link to download your receipt.
- WMHS students should bring the completed **APPLICATION FOR WORK PERMIT FOR A MINOR**, the **MINOR DATA RECEIPT**, and a **Photo ID** to the Counseling Office for processing.
- If you are not a WMHS student, please bring the completed **APPLICATION FOR WORK PERMIT FOR A MINOR**, the **MINOR DATA RECEIPT**, a **Photo ID**, and **Proof of Age** (Driver's Permit, Driver's License, Passport, Birth Certificate or any official government document that contains your date of birth) to WMHS's Counseling Office for processing.
- Once the minor's identification is verified he/she will leave the application and data receipt, returning during STEP or at the beginning/end of the school day to pick up their completed **Work Permit for Minors**. The approved Work Permit must be returned to the employer so that minor can begin their employment.