

WORK PERMIT REQUIREMENTS & INFORMATION

Work Permits are NOT issued through Holy Trinity HS

*Work Permits are issued at the Illinois State Board of Education Office.
Please call to make an appointment and bring in the required documents outlined below.*

ISBE Office Address - 100 W. Randolph, 14th Floor Chicago, IL 60601

ISBE Phone: 312-814-2220

- **Child and parent/guardian must both be present for issuance of permit (The parental/guardian presence during issuance is required under Section 205/12 of the Illinois Child Labor Law).**
- **Copies of State required documents must be presented and will not be returned.**

State Required Documents:

1. Letter of intent from employer on employer letterhead (must include minor's job description, **EXACT** hours of the day, number of hours per day, days per week of work, and employer signature).
2. Copy of verification of age (provide one: birth certificate, passport, baptismal record, or hospital record).
3. Copy of the student's physical or physician's note/letter stating the minor is in good physical condition dated within one year of when minor applies for permit.

Important Reminders:

1. All forms must be completed to obtain work permit for a minor.
2. Parent/Guardian & minor must be present to obtain permit—the parent/guardian may not come in without the minor.
3. All requirements are state mandates.
4. Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law.

State of Illinois Child Labor Hour Restrictions (820 ILCS 205/3):

A 14 or 15 year old minor may **NOT** work:

- before 7 a.m.
- after 7 p.m. between Labor Day and June 1.
- after 9 p.m. June 1 through Labor Day.
- more than 8 hours on non-school days.
- more than 3 hours on school days.
- more than 24 hours during school weeks.
- more than 48 hours during non-school weeks.
- more than six days per week.