

WORK PERMIT INSTRUCTIONS

Please read carefully

Wage & Hour Bureau, Ohio Minor Labor Law (2pages)

You will need to go over this information with your employer.

The second page has a place for you to sign.

This sheet will remain on file with the employer.

Do not return it to EHS.

Application for Minor Work Permit (2 pages)

This two page **application must be completed** and returned to EHS for processing.

Bring your **Birth Certificate** with your completed application (or a copy of your Birth Certificate).

Your **parent or guardian's signature** is required.

Your **employer will need to complete and sign** the bottom half of the first page. If you will be working a varied or irregular schedule, your employer will need to enter **"representative" times in the schedule section**. If the employer has not entered representative times, the application will not be processed. The employer's 9-digit tax ID number is also required on the application.

When you have your physical, be sure that your **Doctor completes the second page, signs and dates it**.

Your work permit will normally be processed the same day the application is received. **While you are in the office, you will need to sign the final copies.** You will then return one of them to your employer.