



Note: This process is specific to a job. The process must be repeated if the Minor changes jobs, even with the same employer, and for each additional job.

Doctor must complete **Certificate of Health** section of **Work Permit Application**. Minor must obtain **School Record** from school they last attended. Form can be downloaded from the **DESE Security Portal** at <https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>.

Submit **Work Permit Application**, **School Record** or proof of meeting requirements for completion of 6th grade, and proof of age (**Passport**, **Birth Certificate**) to public school superintendent, or designee in municipality where employer is located.

Minor must obtain job offer from employer (may be verbal).

Obtain **Work Permit Application** from Department of Labor Standards' website: mass.gov/dls/youth.

Have employer complete **Promise of Employment** section of the **Work Permit Application**.

Yes

Is the Minor 14 or 15 years old?

No, skip **Certificate of Health**. Obtain proof the Minor meets requirements for completion of 6th grade.

Parent/Guardian/Custodian and Minor must review **Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupation Restrictions** and assess if the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian will sign the **Work Permit Application** in **section 4** and the Minor will sign in **Section 5**.

Yes

Does Minor live outside of Massachusetts?

No, submit completed **Work Permit Application**, **School Record**, or proof of meeting requirements for completion of 6th grade, and proof of age (**Passport**, **Birth Certificate**) to public school superintendent, or designee of school youth attends, or town where youth lives.

Superintendent, or designee will review **School Record** (14- and 15-year-olds) or proof of meeting 6th grade requirements (16- and 17-year-old), then download and complete **Employment Permit** from the **DESE Security Portal**, if appropriate. The Minor will sign **Employment Permit**. Contact the school district for the specific local process.

School will maintain a copy of all documents. Minor will bring completed, **Employment Permit** to employer, who must keep it on file at all times, while the Minor is employed or until the Minor is 18 years old, after which the **Employment Permit** may be destroyed. If the Minor's employment ends prior to his/her 18th birthday the **Employment Permit** must be returned to the issuing Superintendent, or designee.