

WORK PERMIT INSTRUCTIONS

Work permits for Minors Under 16: The Minor must secure employment prior to completing the online application. The Minor initiates the online application by going to: <https://dol.georgia.gov/>

1. Select “Online Services”
2. In the “Youth Work Permit” box on the right side of the page, select: “Minor”
3. Enter the Minor’s social security number, date of birth and select “Start New Permit”
4. Enter required information in Section A then select “Submit”
5. The system will issue a 10 character “Minor Security Key (MSK)”
6. Print the Work Permit Confirmation page with the MSK and submit it to the employer to complete the employer section (Section B) online.
7. Once the Minor and the Employer complete the online application, please email the MSK to enrightj1@fultonschools.org to complete the permit.
8. The School CANNOT issue a permit until the Minor and the Employer complete sections A and B.
9. The completed permit will be emailed to the Minor.