WORK PERMIT INSTRUCTIONS

Work permits for Minors Under 16:

The Minor must secure potential employment prior to completing the online application. The Minor initiates the online application by going to: 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 (Section A) the select “Submit”
5) The system will issue as 10 character “Minor Security Key (MSK)”
6) Print the Work Permit Confirmation page with the MSK and submit to the potential employer to compete the employer section (Section B) online.
7) Once the Minor and the Employer complete the online application, please email the MSK to blantona1@fultonschools.org or barral@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.