

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) 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 to the potential 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 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.