

## ***WORK PERMIT REQUIREMENTS*** ***Under 16 years of age***

### ***State of Illinois Department of Labor Work Permit Requirements***

The Records Office (Winnetka) or Human Resources (Northfield) must have all six documents in order to properly complete the work permit. There are no exceptions to the State requirements.

1. **Copy of Birth Certificate** (not original)
2. **Copy of Social Security Card** (not original)
3. **Copy of Physical Exam and Immunizations form or Physician letter.**  
Exam date must be within the year prior of the permit date.
4. Original **Note from Employer** stating job title and address.
5. Original **Note from Parent**, stating son/daughter has permission to obtain a work permit for the job indicated, and is in good health to work. Note will need to include home address and daytime phone number.
6. (External Students Only- Not NTHS students) **Principal's Statement to Issue** (See attached)

#### **Due to security reasons and for your protection:**

- All documents must be provided for each renewal.
- All documents will be destroyed upon receipt of official permit.

The Records Office and Human Resources will submit the application online for the work permit to the Illinois Department of Labor. ***The issued permit is valid for 1 year.***

\*Personally pick up the work permit 24-48 hours after submission of the required documents. 2 copies will be issued. Please submit the official work permit to the employer and parent/guardian.

**Work permits can be obtained**  
Winnetka Campus, Room 215 and Northfield Campus, Room A401

State Of Illinois, Department Of Labor

# Principal's Statement To Issuing Officer

*Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22*

Date \_\_\_\_\_ Name of School \_\_\_\_\_

This is to certify that the undersigned has interviewed \_\_\_\_\_  
residing at \_\_\_\_\_ and that  
said minor requests that an employment certificate be issued permitting employment outside  
of school hours.

The school records disclose that above-named minor was born \_\_\_\_\_ and has  
completed the \_\_\_\_\_ Grade. He or she is in school from \_\_\_\_\_ AM to \_\_\_\_\_ PM  
with \_\_\_\_\_ hour for lunch.

Parents' names are:

Father: \_\_\_\_\_ Mother \_\_\_\_\_

According to the school records, above-named minor is making satisfactory progress; therefore,  
I recommend an employment certificate be issued for present employment.

Principal \_\_\_\_\_ By \_\_\_\_\_

**MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY  
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.**

**NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING  
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE  
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY  
TO MEET LOCAL CONDITIONS.**