



WORK PERMIT REQUIREMENTS Under 16 years of age

State of Illinois Department of Labor Work Permit Requirements.

- 1.) **Intention to Employ Letter** - Written statement by employer on their letterhead with work description and schedule signed by employer or agent (includes employer's address and contact phone number)
- 2.) **Proof of Age Documents:** A copy of birth certificate issued by County or State
- 3.) **Social Security Number:** A copy of the social security card
- 4.) **Medical Statement:** Written statement from a physician indicating that child is physically fit to be employed in the permitted occupation or a copy of Physical Examination/Immunizations form dated within one year.
- 5.) **Principal's Statement:** External Students Only- Not NTHS students.
If child applicant is over 6 six of age, the applicant's home school must supply a letter on school letterhead and verified by the principal stating that the minor is a full-time student and the hours the child is in school- may use the Principal's Statement form (see attached)
- 6.) **Parent/Legal Guardian's Approval:** A written statement that approves the employment of the minor for the specified job signed by the parent or legal guardian. (include your address, contact phone number and email).

Work Permit can be obtained at the Winnetka Campus, Room 215 and Northfield Campus, Room A401

The Illinois Department of Labor is now allowing permit requests to be processed via email. Please make sure that you have all the documents needed before emailing or incoming.

The issued permit is valid for 1 year. 2 copies will be issued. Please submit one work permit to the employer and keep one for your records.

Child Performers:

Effective January 1, 2020, child performers working in artistic and creative services, including but not limited to services as an actor, actress, dancer, musician, comedian, singer, stunt person, voice-over artist, runway or print model, other performer or entertainer, songwriter, musical producer, arranger, writer, director, producer, production executive, choreographer, composer, conductor or designer, must meet an additional requirement: Establish a Trust Fund to deposit 15 percent of their earnings.

The following documentation must be provided to the issuing officers by the parents/legal guardians and employers of child performers for issuance of an employment certificate:



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NEW TRUST FUND REQUIREMENT (effective 1/1/20): All child performers working in Illinois, including non-residents, must establish a Trust Fund where the employer can deposit at least 15 percent of the child's gross earnings into the account (820 ILCS 205/12.5). Issuing officers must verify the existence of the Trust Fund Account before issuing an employment certificate to child performers.

The Fund must meet the following requirements:

- 1.) It must designate the child performer (under 16 years of age) as the beneficiary of the Trust Fund
- 2.) Funds must only be available to the child performer when they turn 18 or are declared emancipated and
- 3.) Account must be held by a bank, corporate fiduciary, or trust company

Additional guidance:

- A Temporary Child Employment Certificate (15 days) is available on the Department of Labor's website so the child may continue working while the Trust Fund is established.
- No more than one (1) Temporary Child Performer Employment Certificate may be issued to each child performer
- If the Fund for the child performer is not established 30 days after the employment certificate was issued, the employer must transfer those funds to the Illinois State Treasurer's Office as unclaimed property.
- The Act does not require that a Trust Fund be established for child performers who are extras or background performers.

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. The minor is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Parents/Legal Guardians: _____

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.**