

Minor (Ages 14-17) Employment Permit Process

NOTE: This process is specific to a job. A new permit must be issued if the minor changes jobs, obtains a different position with the same employer, and for each additional employment position or job.

Minor must obtain job offer from employer (may be verbal)

Obtain Work Permit Application from Department of Labor Standards website: <http://www.mass.gov/dols/youth>

Have employer complete the "Promise of Employment" section of the Work Permit Application.

Is the Minor 14 or 15 years old?

If yes:

Doctor must complete "Physician's Certificate of Health" section of Work Permit Application. Minor must obtain School Record from school last attended. School Record can be obtained by the Department of Elementary and Secondary Education Security Portal by a designated School official.

If no:

"Physician's Certificate of Health" not required. Obtain proof Minor meets requirements for completion of 6th grade.

Parent/Guardian/Custodian and Minor must review "Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupations Restrictions" and assess whether the new job meets work hours and restrictions.

If the new job will meet work hours and restrictions, the Parent/Guardian/Custodian must sign the Work Permit Application in section 4 and the minor must sign the Work Permit Application in section 5.

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Does Minor live outside of
Massachusetts?

If yes:

Bring Work Permit Application, School Record or proof of meeting requirements for completion of 6th grade, and proof of age (passport, birth certificate etc.) to public school superintendent in the municipality where the employer is located.

If no:

Bring completed Work Permit Application, School Record or proof of meeting requirements for completion of the 6th grade, and proof of age (passport or birth certificate to either the public school Superintendent of schools where the Minor attends or the Superintendent of schools where the Minor lives.

Superintendent will review school record (14 and 15 year olds) or proof of meeting 6th grade requirements (16 and 17 year olds) then download and complete Employment Permit from the Department of Elementary and Secondary Education Security Portal, if deemed appropriate. The Minor will sign the Employment Permit in the Superintendent's presence. Contact your local school district for more information including: hours, location etc.

School will maintain a copy of all documents. Minor will bring completed Employment Permit to employer, who must keep it on file at all times while Minor is employed, or until the Minor is 18 years old. After which, the Employment Permit may be destroyed. If the Minor's employment ends prior to his/her 18th birthday the Employment Permit must be returned to the issuing Superintendent.