

## Steps/Check list for Minor's Work Permit

All children under the age of sixteen are considered minors in the state of Illinois and are required by law to obtain a work permit prior to working in a motion picture, television show, commercial, music video, or any other film or video related production activity. Please note that the permit is valid for one year.

The following documentation is required to be presented **in person** by both the minor and the parent or legal guardian when applying for a work permit:

- 1) Employer's Statement of Intention to Employ
  - a.) Letterhead stationary of the employer
  - b.) Letter must state the type of work and the work schedule
  - c.) The employer must sign the letter
    - ***This document is under Letter of Intent to Employ***
- 2) Proof of Age
  - a.) A certified copy of a birth certificate issued by a city, county, state, or a hospital is preferred. (Xerox copies are not acceptable.)
  - b.) If a birth certificate is not available, any one of the following will be accepted as documentary proof of age:
    - i.) Baptismal Certificate
    - ii.) Insurance Policy
    - iii.) Alien Registration Card
    - iv.) Bible Record
    - v.) Notice of Birth Registration
    - vi.) Passport
- 3) Parental Approval and Principal's Statement

A written statement that the parent approves the employment of the minor for the specific job must be provided and during the school year, if the applicant is age six or older, the applicant's home school must complete the Principal's Statement, which includes the hours the child is in school and the Principal's signature

  - ***This form is under Parent-Guardian Approval – Principal Statement Form***
- 4) Social Security Number

The minor's social security number must be provided when applying for the work permit. (A copy of the application for a Social Security card is also applicable.)
- 5) Medical Statement

A written statement from a physician must be presented, which indicates that on the basis of an examination performed within one year of the date of the application that the child is physically fit to be employed in all legal occupations.

  - ***This document is under Statement of Physical Fitness***

Without exception, children who are residents of other states must obtain an Illinois Employment Certificate while working in Illinois. Work permits may be obtained at the locations list below and must be obtained prior to the minor's employment.

Several Illinois high schools have the capacity to issue work permits. Please check with your local high school to see if they participate. If your local high school doesn't issue permits, you have several additional options.

In the Chicago area, the following facilities will issue permits during the school year:

- 6323 North Avondale, 773-534-1100 or 2021 North Burling, 773-534-8230 or 231 North Pine, 773-534-6284 or 10 West 35th Street, 773-534-9082 x6139 or South Wolcott, 773-535-9570 or 10541 South Aberdeen, 773-535-2600

To obtain a work permit year-round: Monday through Friday from 9:00 AM to 4:00 PM - Please call for an appointment.

### Chicago Public Schools, Department of Truancy Prevention

125 South Clark Street, Chicago, IL 60603, Suite 1016, Phone: 773-553-2180, Fax: 773-553-2182

### Illinois State Board of Education

100 West Randolph, 14th Floor, Phone: 312-814-2220