

# What Documentation Does My Student Need to Work in Illinois?

The Illinois Department of Labor oversees the safety of minors in Illinois by regulating the employment of workers under 16 years of age. The law protects children by limiting working hours, prohibiting work in hazardous occupations, and requiring employment certificates (820 ILCS 205/1-22 Child Labor Law).

## Work Permit (Employment Certificate)

For a minor child (ages 0-15 years of age) to be able to work in Illinois, he or she must be issued a Work Permit (Employment Certificate).

Requirements for Work Permit (Employment Certificate) for a Minor Child 0-15 years old:

1. Work Permit (Employment Certificate) Application
2. Birth Certificate
3. Social Security Card (Signed)
4. Statement by Prospective Employer
5. Recent Physical Exam (dated from within one year of application)
6. Principal's Statement-required if employed during the school year
7. Copy of Government Issued Photo ID of Legal Parent or Guardian on Minor's Birth Certificate or Court Order Regarding Adoption or Guardianship

Illinois law requires that **BOTH** the child and the parent or guardian be present when applying for the Work Permit (Employment Certificate)

Work Permits are valid for one year and for one employer

## Age Certificates

Age Certificates are issued for a minor child (ages 16-20 years of age) for employment purposes if a birth certificate is not official or available.

Requirements for Age Certificate for a Minor Child 16-20 years old:

1. To verify age, please show one of the following: Birth Certificate, Passport, Baptismal or Bible records. If these are not available, please contact our office to verify if the documents that you have are acceptable.
2. The person applying must have the employer name and address.
3. Parent need not be present at time of application.

If you have any further question concerning this procedure, please feel free to contact the Illinois Department of Labor Child Labor Law Department (312) 793-5570 or e-mail [dol.childlaborquestions@illinois.gov](mailto:dol.childlaborquestions@illinois.gov)

If you have any question concerning Illinois Child Labor Laws, please contact the Child Labor Hotline (800) 645-5784.

**Please Note: Work permits (Employment Certificates) and Age Certificates are issued during office hours at the Regional Office of Education #12 locations**  
Crawford, Jasper and Richland Counties Monday-Friday 8-12 and 1-4  
Clay County Monday & Wednesday 8-12 and 1-4  
Lawrence County Tuesday & Thursday 8-12 and 12:30-3:30



# Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Regional Superintendent of Schools  
Corrie Ray, Assistant Regional Superintendent of Schools

## Work Permit (Employment Certificate) Application

Items 1- 7 listed below are required to issue Work Permit (Employment Certificate) – Please bring with you to ROE office

1. \_\_\_\_\_ Work Permit (Employment Certificate) Application
2. \_\_\_\_\_ Birth Certificate
3. \_\_\_\_\_ Social Security Card (signed)
4. \_\_\_\_\_ Statement by Prospective Employer
5. \_\_\_\_\_ Recent Physical Exam (dated from within one year of application)
6. \_\_\_\_\_ Principal's Statement (required if employed during the school year)
7. \_\_\_\_\_ Copy of Government Issued Photo ID of Legal Parent or Guardian on Minor's Birth Certificate or Court Order Regarding Adoption or Guardianship

\*Please note that the minor **MUST** be present with the parent or guardian when application materials are submitted in person to any ROE #12 office  
This is a requirement under section 205/12 of the IL Child Labor Law

### Student Information

Minor's Name: \_\_\_\_\_ Minor's Social Security Number (required): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### Employer Information

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

### Consent of Parent or Guardian

I hereby give my consent of my child/ward to engage in part-time employment with the employer indicated on this application and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### **Clay County**

Clay County Courthouse  
111 East Chestnut  
Street P.O. Box 97  
Louisville, Illinois 62858  
618.665.3373  
Fax 618.665.3155

#### **Crawford County**

300 West Main Street  
Lower Level, Suite 307  
Robinson, Illinois  
62454 618.544.2719  
Fax 618.546.1556

#### **Jasper County**

Jasper County Office Building  
204 West Washington, Suite 3  
Newton, Illinois 62448  
618.783.2523  
Fax 618.783.4237

#### **Lawrence County**

Lawrence County  
Courthouse 1100 State  
Street Lawrenceville, IL  
62439 618.943.3522  
Fax 618.943.2513

#### **Richland County**

407 S Whittle Ave  
Olney, Illinois 62450  
618.392.4631  
Fax 618.392.3993

# Child Labor Law Compliance

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates for minors enrolled in school and children under the age of 13 who are involved in certain activities such as talent shows and movie production.

## Required Procedures For Teens

1. "Letter of intent to hire" must be obtained from all prospective employers. The letter must outline hours worked.
2. Teen and parent or guardian must bring this letter to an issuing officer at minor's school or school district to obtain the required work permit.
3. The issuing officer will review criteria and verify safety before issuing the work permit.

## Required Procedures For Employers

1. Employers are prohibited from hiring teens under 16 years of age who fail to present an approved work permit.
2. Employers who employ teens without having a work permit on the premises are subject to fines by the Department.

## Hour Restrictions

1. When school is in session, children 14 and 15 years of age may work:
  - Up to 3 hours per day;
  - Up to 24 hours per week; and
  - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
  - More than 8 hours per day;
  - More than 6 days per week; nor
  - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employers of minors shall post a schedule stating the hours of work and time of the lunch period. The employer shall also furnish any minor with a statement describing the specific nature of the work to be performed and the hour and days the minor is to work. The minor must present this statement to the issuing officer at the minor's school (or the school district if the child has not yet been enrolled in school) along with a copy of minor's birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and Fair Labor Standards Act provisions cover the establishment, the stricter of the two laws will prevail.

## Exemptions

The Child Labor Law does not apply to the following:

- Sale and distribution of magazines and newspapers at hours when the school of the district are not in session;
- Employment of a minor outside of school hours in and around a home of an employer when the work is not business related;
- Work of a minor 13 or more years of age, in caddying at a golf course;
- Minors 12 and 13 years of age employed as officials at certain sports activities.

## Hazardous Occupations

- In, about or in conjunction with any public messenger or deliver service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government), exhibition park or place of amusement, garage or as a bell boy in any hotel or rooming house or about or in connection with power-driver machinery.
- In the oiling, cleaning or wiling of machinery or shafting
- In or about any mine or quarry;
- In stone cutting or polishing;
- In or about any hazardous factory work;
- In or about any plant manufacturing explosives or articles containing explosive components, in the use of transportation of same;
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating melting or heat treating of metals is carried on;
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping or meta [late pending machines;
- In or about sawmills or lath, shingle or cooperage stock mills;
- In the operation of power driven woodworking machines or off bearing from circular saws;
- In the operation of freight elevators or hoisting machines and cranes;
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
- In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled; except as follows:
  - A. busboy and kitchen employment: not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection;
  - B. this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
- In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
- In operation of laundry, dry cleaning or dyeing machinery;
- In occupations involving exposure to radioactive substances;
- In or about any filling station or service station;
- In construction work, including demolition and repair;
- In roofing operations;
- In excavating operations;
- In logging operations;
- In public and private utilities and related services;
- In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
- In security positions or any occupation that requires the use or carrying of a firearm or other Weapon; or
- In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

## STATEMENT OF PROSPECTIVE EMPLOYER

Being familiar with the Illinois Child Labor Laws that appear on the second page of the applicant's work permit application, I hereby expect to give employment – upon receipt of a proper Employment Certificate as required by law to **(Applicant's Name)**: \_\_\_\_\_

For employment as **(Specific Position)**: \_\_\_\_\_

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  - More than 8 hours per day;
  - More than 6 days per week; nor
  - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

### Please provide the working hours and employer information below

I can verify that the employee will be working for no more than:

\_\_\_\_\_ hours (3 hrs. max) on school days between \_\_\_\_\_ and \_\_\_\_\_

and/or

\_\_\_\_\_ hours (8 hrs. max) on non-school days between \_\_\_\_\_ and \_\_\_\_\_

Employer/Manager's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Employer/Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Student Employment Permit Certificate of Physical Fitness

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

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Gender \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner \_\_\_\_\_

Signature of Examiner \_\_\_\_\_

Date \_\_\_\_\_

**A copy of an official physical exam may be accepted in lieu of the above form if said physical examination was performed within one year of application for work permit.**

State Of Illinois, Department Of Labor

# Principal's Statement To Issuing Officer

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*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.