

PROCESS FOR ISSUING WORK PERMITS

1. Principal should designate staff to become Issuing Officers for work permits. It is suggested that the Guidance Secretary and at least one 12 month employee become Issuing Officers since a large number of work permits are issued in the summer. As many staff as you'd like can become Issuing Officers.
2. Designated staff will need to go to the Division of Labor website to register to become an Issuing Officer. The website address is: <http://www.dllr.state.md.us>. There is a training Power Point on the website that staff should review before registering to be an Issuing Officer.
3. The Division of Labor will send each Issuing Officer log in and password information that will allow them to approve work permits.
4. The student must go to the Division of Labor website to print out an application and complete the other directions before bring the necessary materials to the Issuing Officer. I suggest that the schools have a direction sheet available for students since this process is much different than the previous process.

See sample direction sheet below:

NEW PROCESS FOR OBTAINING WORK PERMITS

1. Go to <http://www.dllr.state.md.us/> Click on Work Permits under the Quick Links section.
2. Print a hard copy of the Work Permit Application.
3. Complete the "To The Minor:" section.
4. Have your employer complete and sign the "To The Employer" section.
5. Have your parent or guardian sign and date the application after they review it.
6. Return to the website above and complete #5 – the online application by using the data collected on the hard copy application. Click on Save.
7. You will receive an application receipt via e-mail. Print the receipt.
8. Bring the Work Permit Application and the application receipt to your school to have your work permit issued. The following staff members can issue work permits:
Mary Smith, Secretary
John Brown, Secretary

5. The Issuing Officer then logs onto the Division of Labor website with their log in and password and verifies the data entered by the student. The Issuing Officer also verifies the student's age and approves the work permit.
6. The approved work permit is then printed and signed by the Issuing Officer before giving it to the student to return to the employer.
7. A hard copy of the application (which is provided by the student) is kept on file for four years.