

WORK PERMITS

Illinois State Board of Education
James R. Thompson Center
100 W. Randolph 14-300
Chicago, IL 60601
Ph. (312) 814-2220
Fax (312) 814-2282

Call for Appointment

ASK FOR SHANNON

Monday-Friday

9:00 AM-12 PM

(5) REQUIRED DOCUMENTS

1) **INTENT TO EMPLOY LETTER**

A letter from the prospective employer on letterhead stationery, signed by the employer or agent, stating the type of work and work schedule of potential minor.

2) **PROOF OF AGE**

An original birth certificate issued by the city, county, state or hospital is preferred. Copies will not be accepted. Baptismal certificates, passports, insurance policies and notices of birth registrations will be accepted.

3) **PARENTAL APPROVAL**

A signed written statement from the parent or guardian approving the child's employment.

4) **MEDICAL STATEMENT (Note from Physician)**

A signed physician's statement on the physicians or health institutions letterhead indicating on the basis of an examination performed within one year of the date of work permit application the child is physically fit to be employed in all legal occupations.

5) **PRINCIPAL'S STATEMENT**

A signed principal's statement on school letterhead stationery verifying the school-age child is active in school. (Not just a transcript)

THE CHILD MUST ACCOMPANY THE PARENT OR GUARDIAN