McHenry County Regional Office of Education

Diana Hartmann, Ed.S.
Superintendent

408 State Route 31
McHenry, IL 60050

Phone (815) 334-4475
Fax (815) 338-0475
www.mchenry.k12.il.us

Christopher M. Zielinski
Assistant Superintendent

Minor Work Permit Requirements & Information

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. Work permits are valid for 1 year and for 1 employer.

Items needed are:

- ☐ **Application / Parental Approval**
- ☐ **Proof of Age**: Original birth certificate. If the original birth certificate is not available, we will accept one of the following: Baptismal certificate, passport, insurance policy or notice of birth registration.
- ☐ **Original Social Security Card**
- ☐ **Letter of Intent to Employ** from employer on letterhead stationery, signed with an actual signature by the employer or agent, stating the type of work and work schedule of potential minor.
- ☐ **Letter/Statement from Principal** on school letterhead stationery verifying the school-age child is active and in good academic standing at school when school is in session.
- ☐ **Medical Statement** on the physician's or health institution's letterhead indicating based on an examination performed within one year of the date or work permit application, the child is physically fit to be employed in all legal occupations. Recent physicals are also accepted. This must be signed by an MD or DO; not an RN, APRN or NP.
- ☐ **Parent/Guardian Driver's License.** If you are a court-order appointed guardian, please bring documentation.
- ☐ **Proof of Coogan Account** (Blocked Trust Account). Applies to minors applying for a performing, acting, or modeling work permit. Examples of financial institutions to offer these accounts: Actors Federal Credit Union, Wells Fargo, and Bank of America.

Illinois law requires that both the child and the parent/guardian be present when applying for the work permit.

Please bring **original** items. Copies will be made, and originals will be returned to you. Appointments take about 20 minutes.

Please note the Child Labor Law restricts minors under 16 years of age to work in places where alcohol is served.

Please call 815.334.3039 to make an appointment with the McHenry County Regional Office of Education. Appointment times are from 8:30 - 4:00 Monday thru Thursday and 8:30 - 2:45 on Fridays.

Our office moved in December 2022. We are located at 408 State Route 31, McHenry – just north of Bull Valley Road, between The Brunch Café and Meat & Potatoes Eatery, in a small strip mall.

If you have any questions concerning Illinois Child Labor Laws, please contact the Child Labor Hotline at 800-645-5784.

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Requisitos e Información para Permiso de Trabajo de Menores

Para que un menor (de 0 a 15 anos de edad) pueda trabajar en Illinois, debe obtener un permiso de trabajo. Los permisos son válidos por un año y para 1 solo empleador.

Documentos requeridos:

- **Solicitud/Aprobación de los padres**
- **Prueba de edad**: Acta de nacimiento original. Si no está disponible, se aceptará uno de los siguientes documentos: certificado de bautismo, pasaporte, póliza de seguro o aviso de registro de nacimiento.
- **Tarjeta original del Seguro Social**
- **Carta de intención de empleo**: Es una carta del empleador, con el nombre y logo de la empresa, que dice que trabajo hará el menor y en que horario trabajará. Debe estar firmada por el empleador o su representante.
- **Carta del director escolar**: Es una carta de la escuela, con el nombre y logo oficial de la escuela, confirmando que el menor está activo y en buen estado académico mientras la escuela está en sesión.
- **Declaración médica**: Es una carta del doctor o clínica, con su nombre oficial, indicando que el menor esta físicamente apto para trabajar en ocupaciones legales, según un examen realizado en el último año. Se aceptan exámenes físicos recientes. Debe estar firmada por un medico (MD o DO); no se aceptan firmas de RN, APRN o NP.
- **Licencia de conducir del padre/madre o tutor**: Si es tutor legal por orden judicial, debe traer la documentación correspondiente.
- **Prueba de cuenta Coogan (cuenta fiduciaria bloqueada)**: Aplica solo para permisos de trabajo en actuación, modelaje o presentaciones. Ejemplos de instituciones financieras que ofrecen estas cuentas: Actors Federal Credit Union, Wells Fargo y Bank of America

La ley de Illinois exige que **el menor y el padre/madre o tutor estén presentes** al solicitar el permiso de trabajo.

Por favor, **traiga los documentos originales**. Se harán copias y se le devolverán los originales. Las citas duran aproximadamente **20 minutos**.

Tenga en cuenta que la **Ley de Trabajo Infantil** prohíbe que los menores de 16 años trabajen en lugares donde se sirve alcohol.

Para hacer una cita con la **Oficina Regional de Educación del Condado de McHenry**, llame al **815-334-3039**. **Horario de atención**:

Lunes a jueves: 8:30 AM – 4:00 PM y Viernes: 8:30 AM – 2:45 PM.

Nuestra oficina se mudó en diciembre del 2022. Ahora estamos en: **408 State Route 31, McHenry, IL** (Justo al norte de Bull Valley Road, entre The Brunch Café y Meat & Potatoes Eatery, en un pequeño centro comercial).

Si tiene preguntas sobre las leyes de trabajo infantil en Illinois, llame a la **Línea directa de trabajo infantil**: **800-645-5784**

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Work Permit Application

Child Information

Name (Print in full) _____ Date of Birth: (MM/DD/YYYY) _____

Address _____

City _____ State _____ Zip _____

Phone # (Primary) _____ Phone # (Secondary) _____

Employer Information

Name: _____

Work Location _____

Contact Phone Number _____ Hours _____

Parent/Guardian Declaration

I _____ am the parent of this child. I am the legal guarding of this child.
Name (Print in full)

This is my written consent for my child to be employed. I have read and am familiar with the *Employment Standards Act* & Regulation regarding the employment of young people.

I have noted the specifics of location, hours of work, and type of work to be performed.

Signature _____

Address _____

Phone # (Primary) _____ Phone # (Secondary) _____

State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

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. He or she is in school from _____ AM to _____ PM with _____ hour for lunch.

Parents' names are:

Father: _____ Mother _____

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.

State Of Illinois, Department Of Labor

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_____