

Employment Certificates (Work Permits) for Minors Under Illinois Law

The Procedure

For Teens

- A. After you have found a job, you will need a “letter of intent to hire” from the prospective employer. It must outline the hours you will be working and what you will be doing.
- B. You and your parent/guardian must take this letter to your ROE office and request to see the issuing officer for an Employment Certificate. We suggest that you contact the ROE office to be certain an issuing officer will be available on the day you plan to go there.
- C. The issuing officer will review for safety and check for conflicts with your school schedule. If everything is approved, then you will be issued an Employment Certificate to submit to your new employer.
- D. *Ages 16 to 19* – If your employer requires “proof of age” from you, the issuing officer mentioned in Step B can provide you with a Proof of Age Certificate.

Work exceptions for minors under 14 years old

Minors may do most work involving:

- Domestic work (such as baby-sitting and yard work)
- Sale and distribution of magazines and newspapers
- Agriculture pursuits outside of school hours

Minors 13 years or older may work as golf caddies.

Hours

During the school year:

- Between 7 a.m. and 7 p.m.
- Up to 3 hours per school day when school & work hours are not combined
- Up to 8 hours per school day when school & work hours are combined
- Up to 8 hours on a non-school day
- Up to 24 hours per week
- Not more than six consecutive days

During summer break June 1st through Labor Day:

- Between 7 a.m. and 9 p.m.
- Up to 48 hours per week
- Not more than six consecutive days

Occupations denied to minors

- Any work on premises where liquor is served.
- Any work at filling or service stations
- Any work involving the operation/maintenance of power-driven food slicers, stoves, or ovens
- Any work requiring the use of hoisting apparatus or other power-driven machinery
- Any occupation in construction, including demolition and repair
- Any work involving the use of ladders, scaffolds, or their substitutes
- Any work involving contact with moving vehicles
- Any work involving laundry, dry-cleaning or rug cleaning equipment
- Any work on premises where goods are manufactured, mined, or otherwise processed
- Acting as a public messenger
- Loading/unloading goods to or from trucks, railroad cars, or conveyors

This list is not all-inclusive. Contact any office of the U.S. Department of Labor, Wage-Hour Division, for more information.

To apply for an Employment Certificate

Contact the ROE to be sure an issuing officer will be available and come with a parent/guardian to:

Regional Office of Education #40

225 E. Nicholas	or	201 W. Exchange
Carlinville, IL 62626		Jerseyville, IL 62052
217-854-4016		618-498-5541

Bring the following items:

- Copy of birth certificate
- Copy of most recent school physical
- Copy of Social Security Card
- Letter from employer stating the **type of work** you will be doing and the **number of hours** you will be working