

## DUBLIN CITY SCHOOLS – MINOR WORK PERMIT

In order for a minor to work in the State of Ohio, they must show proof of their age and they must have a current, valid work permit on file. A new work permit is needed for every new job. **Obtaining a work permit is a two-step process.** In Step 1, the student is responsible for the **Application for Minor Work Permit** which **must be completed by the student, the employer, and the school, and submitted along with a Physician’s Certificate.** In Step 2, Records Compliance will process and issue the Age and Schooling Certificate (“Work Permit”).

### STEP 1

#### STUDENT:

- Complete the section titled **Student / Applicant Information**
- Ask your employer to complete the section titled **Pledge of Employer**
- Ask your physician to complete the **Physician’s Certificate**, including signature and office stamp with phone number. (If you have a current physical on file at the school, you may use that in lieu of Physician’s Certificate)
- Provide proof of age document (this can be an original or copy)
  - Birth Certificate
  - Passport
  - Baptismal Record
  - Hospital Birth Registration
  - Driver’s License
- Return the completed application and proof of age document to your school’s Guidance Office (if you are completing the application during the summer months, submit the application to the Enrollment Center, located at 7060 Coffman Road between the hours of 8 a.m. and 4 p.m.)  
***Please note – processing time for work permits is 24 hours after submission.***

#### EMPLOYER:

- Complete the section titled **Pledge of Employer**
- If the student does not have set hours, please enter sample hours for one day
- The Employer’s Tax ID number must be filled in or the work permit will not be processed.

### STEP 2

#### RECORDS COMPLIANCE:

Once the Application for Work Permit has been received and processed by Records Compliance, an Age and Schooling Certificate will be prepared.

During the school year, this will be returned to the appropriate school for the applicants’ signature. During the summer, this will be prepared and issued from the Enrollment Center. **The applicant must appear in person** before a designee for the school to sign their name under “Signature of Minor.” The school designee must sign their name under “Countersignature.” A copy will be kept on file in the Guidance Office.