



Who Needs A Work Permit?

If you are a minor (under 18 years of age), you will need to complete a work permit in order to legally be allowed to work in DC. All minors must be in possession of a valid work permit before beginning work, as required by the District of Columbia Child Labor Law.

Do not begin to work before you have received your authorized work permit.

How To Obtain A Work Permit

1. Complete the [Official Work Permit and Child Labor Application](#) as instructed below:
 - Fill in the blanks in section A for name, address, date of birth, and sex.
Leave the rest of section A blank.
 - Have your parent or legal guardian fill out and sign section B.
 - If your employment will be with an **on-campus employer**, have your new supervisor fill out section C. If your employment will be with an **off-campus FWS employer**, leave this section blank, as Student Employment will complete it.
2. Attach to your application the following items exactly:
 - a copy of your birth certificate
 - a copy of your Social Security Card
 - a copy of the official signed offer letter from your employer (downloadable from the Student Employment Talent Management System)

(Please note: while copies are what is necessary for obtaining a work permit, copies are not acceptable for other parts of the pre-employment process such as the I-9, which requires presentation of certain original documents).

3. Submit your work permit with the three required attachments to Student Employment. You may do this by attaching the copies of your documents and application to the Work Permit task in your Employee Records portal.

After the documents are submitted, Student Employment will submit them to the appropriate DC Public School representative for processing. **Processing can take up to a week after you submit all documents to our office.** You will receive an email when your work permit is ready to be picked up at the Student Employment Office.

Regarding Background Checks: If your position requires a background check, your parent or legal guardian will need to sign a form to give permission. If a background check is required for your position(s), you will receive an email with instructions from Sterling Infosystems shortly after the department that is hiring you submits the hiring request. If you encounter any difficulties during the background check process, you may contact Sterling directly, or email HR at bgcheck@gwu.edu.

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS
OFFICE OF YOUTH ENGAGEMENT**

**Official Work Permit and Child Labor Application
NOT OFFICIAL UNLESS SCHOOL STAMP or SEAL AFFIXED**

N
NO

Date of Application _____

Work Permit Number _____
Date Issued _____

A. To be completed by issuing officer		School: _____															
Name and Address of Minor (Please Print) _____ _____ _____	Date of Birth																
	Month	Day	Year														
	Sex (M/F) _____																
		Signature of Issuing Officer _____ Date _____															
A copy of (3) Required Documents received from applicant:																	
		_____ Birth Certificate _____ Social Security Card															
		_____ Intent to employ on letterhead from prospective employer															
B. To be completed by parent, guardian or legal custodian																	
I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below: (Please select only one)																	
_____ Regular Work Permit		_____ Vacation Work Permit															
		_____ Theatrical Work Permit															
Please print address below: _____ _____ Telephone Number: _____																	
Signature of Parent, Guardian, or Legal Custodian: _____		Date: _____															
C. To be completed by prospective employer: Please attach a letter of intent to employ on company letterhead.																	
The undersigned expects to employ the minor as _____ in the industry of _____ (type of work) (type of industry)																	
The minor will work during such times and in accordance with the maximum hours permissible by law as established by the U.S. Department of Labor - Child Labor Regulations.																	
Hours of Employment for minors Ages 14 & 15: Minors may not work before 7 AM or after 7 PM, EXCEPT June 1 st through Labor Day when they may work until 9 PM.		Employer: Within the limitations as identified in "Hours of Employment," please fill out the following: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Sun</td> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tue</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thur</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Sat</td> </tr> <tr> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> <td style="text-align: center;">____ hrs</td> </tr> </table> Maximum hours: per day _____ per week _____		Sun	Mon	Tue	Wed	Thur	Fri	Sat	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs
Sun	Mon	Tue	Wed	Thur	Fri	Sat											
____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs											
Hours of Employment for minors Ages 16 & 17: Minors may not work before the hour of 6 AM or after 10 PM at any time (including weekends). Minors under 18 years of age may NOT work more than 8 hours in any one day or more than 6 days in a week, for a total of 48 hours in a week. Minors under 18 should not work during school hours if enrolled.		Name, address and telephone number of employer: _____ _____ _____ Zip _____ Signature of Manager: _____															
PROHIBITED EMPLOYMENT: Minors 14 and 15 years of age may NOT be employed (1) in the operation of any power machinery or the oiling, wiping, or cleaning of machinery (other than standard office machinery) or (2) on any construction site including office work performed on the actual construction site. Minors under the age of 18 may NOT be employed (1) working in any quarry, tunnel or excavation, (2) operating any freight, or non-automatic elevator, or (3) in any establishment that serves alcoholic beverages.																	
D. Theatrical Permit Applicants: This section is to be completed by examining physician. If the minor is under 16 years of age, please attach to this application the completed Certificate of Physical Fitness signed by the examining physician along with the Application for Theatrical Work Permit.																	
I hereby certify that the minor listed on this form has been thoroughly examined and:																	
_____ is physically qualified for the employment specified in the statement of the prospective employer.																	
_____ is physically qualified for the period of _____, after which time a new examination is required.																	
_____ is physically qualified with the following limitations: _____.																	
Signature of Examiner: _____		Date: _____															
Address of Examiner: _____																	