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**

*N OT OFFICIAL UNLESS SCHOOL STAMP or SEAL AFFIXED*

---

**A. To be completed by issuing officer**

<table>
<thead>
<tr>
<th>Name and Address of Minor (Please Print)</th>
<th>Date of Birth</th>
<th>Signature of Issuing Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A copy of (3) Required Documents received from applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex (M/F)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**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 _______.

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 1st through Labor Day when they may work until 9 PM.

**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.

**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.

**Employer:** Within the limitations as identified in "Hours of Employment," please fill out the following:

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
<td>hrs</td>
</tr>
</tbody>
</table>

**Maximum hours: per day____ per week ____**

**Name, address and telephone number of employer:**

---

**Signature of Manager:**

---

**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 Examiners:**

---

**Address of Examiner:**

---