

Directions For The Minor

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City : \_\_\_\_\_  
 County: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Date Of Birth:     Month: \_\_\_ \_\_\_ Day: \_\_\_ \_\_\_ Year: \_\_\_ \_\_\_ \_\_\_ \_\_\_  
 School Name: \_\_\_\_\_

1. Complete your section of this application.  
Type or print and make sure it is legible.  
Use your correct legal name.
2. Have your Employer complete the Employer section.
3. Have your parent or guardian sign this application.
4. Use this data to complete the on-line application at:  
[www.dlir.state.md.us/labor/empm.shtml](http://www.dlir.state.md.us/labor/empm.shtml)

For Proof of Age - You may use:  
 Birth Certificate  
 School Records  
 Valid Maryland Driver's License  
 Any official Government document

5. Take this Application, the online Application Receipt and your Proof of Age to any Issuing Officer and request Maryland Minor Work Permit.
6. Deliver the official Work Permit to your employer.

\* A new permit must be obtained for each job \*

**Directions for the Employer**

1. Complete your section of this application and return it to the minor for validation.
2. Do not allow minor to work until the official work permit is in your possession.
3. Work permits are not transferable and are required until the minor's 18th birthday.

Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 County: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Telephone Extension: \_\_\_\_\_  
 Employer Rep Name: \_\_\_\_\_  
 Employer Rep Signature: \_\_\_\_\_  
 Work Duties: \_\_\_\_\_  
 \_\_\_\_\_

- √ Select - Type of Business
- \_\_\_\_\_ Accommodation & Food Services
  - \_\_\_\_\_ Administrative & Waste Services
  - \_\_\_\_\_ Agriculture, Forestry, Fishing & Hunting
  - \_\_\_\_\_ Arts, Entertainment & Recreation
  - \_\_\_\_\_ Construction
  - \_\_\_\_\_ Educational Services
  - \_\_\_\_\_ Finance & Insurance
  - \_\_\_\_\_ Health Care & Social Assistance
  - \_\_\_\_\_ Information
  - \_\_\_\_\_ Management of Companies & Enterprises
  - \_\_\_\_\_ Manufacturing
  - \_\_\_\_\_ Mining
  - \_\_\_\_\_ Other Services except Public Administration
  - \_\_\_\_\_ Professional & Technical Services
  - \_\_\_\_\_ Public Administration
  - \_\_\_\_\_ Real Estate & Renting & Leasing
  - \_\_\_\_\_ Retail Trade
  - \_\_\_\_\_ Transportation and Warehousing
  - \_\_\_\_\_ Unknown
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ Wholesale Trade

**Directions for the Parent or Guardian** Please sign and date the knowledge and consent statement.

This minor is being employed at the place of work described above with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued for the above named minor.

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Date

**Directions for the Issuing Officer**

1. Verify the minor has signed and dated the correct and true statement below.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

\_\_\_\_\_  
 Signature of Minor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Control Number

2. Do not accept an incomplete application.
3. The Division of Labor and Industry requires you retain this application in your file for 2 years from date of issue.

\_\_\_\_\_  
 Date of Issue