# GUIDE TO WORK PERMIT PROCEDURES

* **Application:** A minor under the age of 16 receives a job offer; download the [Work Permit Application](https://www.maine.gov/labor/labor_laws/publications/2018/work_permit_072018.pdf); complete the minor’s information and employer information. Be sure to list the work duties that the minor will perform; a parent or legal guardian must sign the application and submit it to the school superintendent’s office.
* **Academics:** The superintendent’s office will look at academic requirements as the minor must have a passing grade in a majority of classes, not be truant, and not be under school suspension. After examining the permit, the superintendent signs the permit and submits the permit and age verification form through the Maine Department of Labor (MDOL) public portal within 24 hours.
* **Approval:** MDOL’s Bureau of Labor Standards reviews the information for accuracy and compliance and approves or denies the permit based on the information provided. The approved permit or denial letter is then sent back to the superintendent’s office via the public portal. If a permit is denied due to lack of information, the superintendent’s office may submit additional information through the public portal.
* **Employer’s COPY:** The superintendent’s office gives the student a copy of the approved permit to be given to the employer who must keep it on file as long as the minor is employed.

***MOST COMMON REASONS FOR DENIAL***

* *Job is a hazardous occupation*
* *No proof of age submitted*
* *Not signed by a birth parent/legal guardian*
* *No proof of legal guardianship*
* *Too young to work at a business not solely owned by the minor’s parent.*
* *Permit lacks good job description*
* *Minor already has an active work permit*

LINKS to CHILD LABOR INFORMATION

<https://www.maine.gov/labor/labor_laws/publications/minorsguide.html>

Work Permit: <https://www.maine.gov/labor/labor_laws/publications/2018/work_permit_072018.pdf>

Maine Work Permit law: <http://www.mainelegislature.org/legis/statutes/26/title26sec775.html>

Maine child labor rules: <https://www.maine.gov/labor/docs/2022/laborlaws/HazardousOccupationsRules.pdf>

USDOL youth labor website: <https://www.dol.gov/dol/topic/youthlabor/>

Hazardous Occupations: <https://www.dol.gov/general/topic/youthlabor/hazardousjobs>

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