

ROE issuing work permits information:

The Regional Office of Education #8 would only issue a work permit for those that are homeschooled or if the child lives out-of-state but will be working in Illinois.

Otherwise, all permits can be issued through the child's school district if he or she is enrolled in an Illinois public school. Please contact your child's district office for a list of their issuing officers.

Work Permits

For a minor child (ages 0-15 years of age) to be able to work in Illinois, he or she must be issued a work permit. Permit is valid for 1 year from the time of issuance for the employer listed.

REQUIRED DOCUMENTATION

1. **INTENT TO EMPLOY LETTER**
A letter from the prospective employer on letterhead stationery, signed by the employer or agent, stating the type of work and work schedule of potential minor.
2. **PROOF OF AGE (ORIGINAL)**
An original birth certificate issued by the city, county, state or hospital is preferred. If the original birth certificate is not available, we will accept one of the following: Baptismal certificate, passport, insurance policy or notice of birth registration.
3. **ORIGINAL SOCIAL SECURITY CARD**
4. **VALID DRIVERS LICENSE OF PARENT/GUARDIAN**
5. **PARENTAL APPROVAL**
A signed written statement from the parent or guardian approving the child's employment.
6. **MEDICAL STATEMENT (NOTE FROM PHYSICIAN)**
A signed physician's statement on the physician's or health institution's letterhead indicating based on an examination performed within one year of the date of work permit application, the child is physically fit to be employed in all legal occupations.
7. **PRINCIPAL'S STATEMENT (WAIVED DURING SUMMER MONTHS)**
A signed principal's statement on school letterhead stationery verifying the school-age child is active and in good standing academically at school when school is in session.
8. **PROOF OF COOGAN ACCOUNT (Blocked Trust Account)**
Applies to minors applying for a performing, acting, or modeling work permit.
Examples of financial institutions to offer these accounts:
Actors Federal Credit Union
Wells Fargo
Bank of America

Requirements for completing Work Permits

Services

The Regional Office of Education acts as an agent for the Illinois Department of Labor in the issuance of work permits for students under the age of 16. Please find below the requirements for completing the application for a work permit. Applications are reviewed by the Illinois Department of Labor and then issued or denied.

Requirements for Completing Work Permits

1. Statement of intention to employ signed by the prospective employer, or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ the minor and the exact hours of the day and number of hours per day and days per week during which the minor shall be employed.
2. Evidence of age documented with a birth certificate, certificate of baptism, passport, or any such document that shows valid date and place of birth.
3. Social Security Card or number.
4. Statement from physician stating that the minor is in good health and able to perform the tasks outlined in number 1. A school physical is acceptable. Physician's statement or school physical must be completed within the last 90 days.
5. Parental approval of the minor's employment is required as part of the work permit application process and shall be provided by the accompanying parent who signs the application form in the presence of the Regional Superintendent or by designee. Parents may also attach a signed statement authorizing such employment, but this does not preclude the requirement that the parent accompanying the minor sign the application form as prescribed.

Links to all forms can be found at the bottom of this page. Please contact your local Regional Office of Education if you have any questions regarding the process for work permit application and issuance.

State of Illinois and Federal Child Labor Laws

Illinois Child Labor Laws

HOURS OF WORK

No minor under 16 years of age shall be employed, permitted, or suffered work in any gainful occupation mentioned in Section 1 of this Act for more than 6 consecutive days in any one week, or more than 48 hours in any one week, 24 hours in any one week when school is in session, or more than 8 hours in any one day, or be so employed, permitted or suffered to work between 7 p.m. and 7 a.m., except during the period June 1 to Labor Day, between 9 p.m. and 7 a.m. The hours of work of minors under the age of 16 years employed outside of school hours shall not exceed 3 a day on days when school is in session nor shall be the combined hours of work outside and in school exceed a total of 8 a day.

MEAL PERIOD

"No minor under 16 years of age shall be employed, or permitted to work in any gainful occupation mentioned in Section 1 of this Act for more than 5 hours continuously without an

interval or at least 30 minutes for meal period, and no period of less than 30 minutes shall be deemed to interrupt a continuous period of work."

HAZARDOUS OCCUPATIONS (EXCERPTS)

No minor under the age of 16 years of age shall be employed, permitted or suffered to work:

"In about or in connection with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink, exhibition park or place of amusement, garage, filling station or service station, or as a bellboy in any hotel or rooming house or about or in connection with power-driven machinery."

"In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled."

For further information contact Illinois Department of Labor, 160 North LaSalle Street, Suite C - 1300, Chicago, Illinois 60601 (800) 645-5784 or (312) 793-2804

Federal Child Labor Laws

(As provided by the Fair Labor Standards Act - Section 3, 52 Stat. 1060, as amended; 29 U.S.C. 203).

14 AND 15 YEAR OLD MINORS MAY NOT BE EMPLOYED:

*During school hours, except as provided for under the Work Experience and Career Exploration Program.

*Before 7 a.m. or after 7 p.m. except 9 p.m. from June 1 through Labor Day (time depends on local standards).

*More than 3 Hours a day on school days.

*More than 18 hours a week in school weeks.

*More than 8 hours a day on nonschool days.

*More than 40 hours a week in nonschool weeks.

14 AND 15 YEAR OLD MINORS MAY NOT BE EMPLOYED IN:

*Any manufacturing occupation.

*Any mining occupation.

*Processing occupations.

*Occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed.

*Public messenger service.

*Operation or tending or hoisting apparatus or of any power-driven machinery.

*Any occupations found and declared to be hazardous.

*Occupations in connection with transportation, warehousing and storage, communications, public utilities, and construction.

Any of the following occupations in a retail, food service, or gasoline service establishment: Cooking (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and baking; Occupations which involve operating, setting up, adjusting, cleaning, oiling, or

repairing power-driven food slicers and grinders, food choppers and cutters and bakery-type mixers. Work in freezers and meat coolers and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas); Loading and unloading goods to and from trucks, railroad cars or conveyors.

[Click the Link below for more Information](#)
[U. S. Dept. of Labor, Youth Rules Website](#)

Required Forms for Work Permit

- **Application for Work Permit**
- **Statement of Intention to Employ**
- **Principal Statement**, if employment is during the school year (*IL 452-0091*).
- **Certificate of Physical Fitness** (IL 452-0099)
- Copy of Birth Certificate
- Illinois Department of Labor Employment certificate (Form E) filled out at local Regional Office of Education

Statement of Intention to Employ

To whom it may concern:

This letter is evidence that employment has been offered to:

Full Name of Child: _____

Job title & description:

Start Date: _____ Number of Hours/Week: _____

Employer contact information:

Employer Name: _____

Employer Full address: _____
(Street, City, State)

Employer Phone Number: _____

Employer Approval:

Employer Name & Title: _____

Employer Signature (Original): _____

Date Signed: _____

This position has been offered pending proof of work permit

State Of Illinois, Department Of Labor

Principal's Statement To Issuing Officer

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Date _____ Name of School _____

This is to certify that the undersigned has interviewed _____
residing at _____ and that
said minor requests that an employment certificate be issued permitting employment outside
of school hours.

The school records disclose that above-named minor was born _____ and has
completed the _____ Grade. He or she is in school from _____ AM to _____ PM
with _____ hour for lunch.

Parents' names are:

Father: _____ Mother _____

According to the school records, above-named minor is making satisfactory progress; therefore,
I recommend an employment certificate be issued for present employment.

Principal _____ By _____

MINOR, PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY
TO MEET LOCAL CONDITIONS.

State Of Illinois, Department Of Labor

Certificate Of Physical Fitness

Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22

Name _____ Date of Birth _____

Address _____

City _____ State _____ ZIP Code _____

Gender _____ Eye Color _____ Hair Color _____

Name of Employer _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Description of Work Requested:

Remarks: (Physical Fitness for Requested Work):

Name of Examiner _____

Signature of Examiner _____

Date _____

Application for a Work Permit

Items Needed For Verification of Information

1. Birth Certificate
2. Social Security Card
3. Letter of intent to employ from the prospective employer
4. Physical dated within one year of the date you are applying for work permit
5. Principal form verifying minor is receiving satisfactory academic progress to work part-time (required during the school year September 1 through June 1).

***The parent/guardian's presence at the time the application is filed is required under section 205/12. of the Illinois Child Labor Law.**

Date_____ Minor's Social Security Number:_____

Minor's Name:_____

Address:_____

City, State, Zip Code_____

Phone Number:_____

Parent/Guardian Name:_____

School Information

School Name:_____

Address:_____

City, State, Zip Code:_____

County:_____

Birth Information

Date: _____

City, State, Zip Code: _____

County: _____

Employer Information

Company Name:_____

Address:_____

City, State, Zip Code:_____

Phone Number:_____

Type of Business:_____

Minor's Job Title:_____

(over)

Consent of Parent or Guardian

I hereby give my consent to my child/ward to engage in part-time employment with the employer indicated on this application, and agree to comply with the stated regulations and laws applicable to the specific type of employment for which this application is being submitted.

I give my permission to release any/all medical report information to commensurate with Illinois Revised Statutes, Chapter 48, Section 31.12, sub-section (d) (4), it deems necessary in connection and for the sole purpose of my child/ward obtaining an employment certificate as that term is defined under the Child Labor Laws of the State of Illinois.

Any description of a prior or existing physical condition which may, in the judgment of the school district and/or student's physician, be the basis for limiting the issuance of the employment certificate shall not constitute a violation of any right of a minor student which is guaranteed under the Family Educational Right to Privacy Act.

Signature of Parent/Guardian Date
(Must be signed in presence of issuing officer)

Verification of Information
(For office use only)

Birth Date: _____ Present Age: _____

Copy attached. Obtained from:

- Birth Certificate
- Other (Specify) _____

Copy of Physical attached: _____
Principal Form attached: _____
Copy of Letter of Intent: _____
Social Security Card _____

Information verified by: _____
Staff signature Date

Illinois Work Permit

For a minor child, ages 0-15 years old

Sec. 12. The person authorized to issue employment certificates shall issue a certificate only after examining and approving the written application and other papers required under this Section. The application shall be signed by the applicant's parent or legal guardian. The application shall be submitted in person by the minor desiring employment. The minor shall be accompanied by his or her parent, guardian, or custodian. The following papers shall be submitted with the application:

1. A statement of intention to employ signed by the prospective employer, or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ such minor and the exact hours of the day and number of hours per day and days per week during which the minor shall be employed.

2. Evidence of age showing that the minor is of the age required by this Act, which evidence shall be documentary, and shall be required in the order designated, as follows:

a. a birth certificate or transcript thereof furnished by the State or County or a signed statement of the recorded date and place of birth issued by a registrar of vital records, or other officer charged with the duty of recording births, such registration having been completed within 10 years after the date of birth;

b. a certificate of baptism, or transcript thereof, duly certified, showing the date of birth and place of baptism of the child;

c. other documentary proof of age (other than a school record or an affidavit of age) such as a bona fide record of the date and place of the child's birth, kept in the Bible in which the records of births, marriages and deaths in the family of the child are preserved; a certificate of confirmation or other church ceremony at least one year old, showing the age of the child and the date and place of the confirmation or ceremony; or a certificate of arrival in the United States, issued by the United States Immigration Officer, showing the age of the child; or a life insurance policy at least one year old showing the age of the child;

d. If none of the proofs of age described in items

a,

b and c are obtainable, and only in that case, the issuing officer may accept a certificate signed by a physician, who shall be a public health officer or a public school physician, stating that he has examined the child and that in his opinion the child is at least of the age required by this Act. The certificate shall

show the height and weight of the child, the condition of the child's teeth, and any other facts concerning the child's physical development revealed by the examination and upon which his opinion as to the child's age is based, and shall be accompanied by a school record of age.

3. A statement on a form approved by the Department of Labor and signed by the principal of the school that the minor attends, or during school holidays when the principal is not available, then by the regional superintendent of schools or by a person designated by him for that purpose, showing the minor's name, address, social security number, grade last completed, and the names of his parents, provided that the statement shall be required only in the case of a minor who is employed on school days outside school hours, or on Saturdays or other school holidays during the school term.

4. A statement of physical fitness signed by a public health or public school physician who has examined the minor, certifying that the minor is physically fit to be employed in all legal occupations or to be employed in legal occupations under limitations specified. If the statement of physical fitness is limited, the employment certificate issued thereon shall state clearly the limitations upon its use, and shall be valid only when used under the limitations so stated.

In any case where the physician deems it advisable he may issue a certificate of physical fitness for a specified period of time, at the expiration of which the person for whom it was issued shall appear and be re-examined before being permitted to continue work.

Examinations shall be made in accordance with the standards and procedures prescribed by the State Director of the Department of Labor, in consultation with the State Director of the Department of Public Health and the State Superintendent of Education, and shall be recorded on a form furnished by the Department of Labor. When made by public health or public school physicians, the examination shall be made without charge to the minor. In case a public health or public school physician is not available, a statement from a private physician who has examined the minor may be accepted, provided that the examination is made in accordance with the standards and procedures established by the Department of Labor.

If the issuing officer refuses to issue a certificate to a minor, the issuing officer shall send to the principal of the school last attended by the minor the name and address of the minor and the reason for the refusal to issue the certificate.

(Source: P.A. 87-895; 88-365.)

(820 ILCS 205/12.5)

Sec. 12.5. Child performers; trust fund.

(a) In this Section:

"Artistic or creative services" includes, but is not limited to, services as: an actor, actress, dancer, musician, comedian, singer, stunt person, voice-over artist, runway or print model, other performer or entertainer, songwriter, musical producer, arranger, writer, director, producer, production executive, choreographer, composer, conductor, or designer.

"Child performer" means an unemancipated person under the age of 16 who is employed in this State and who agrees to render artistic or creative services.

(b) In addition to the requirements of Section 12, the person authorized to issue employment certificates must determine that a trust account, established by the child performer's parent or guardian, that meets the requirements of subsection (c) has been established designating the minor as the beneficiary of the trust account before an employment certificate for work as a child performer may be issued for a minor under the age of 16 years. The person authorized to issue employment certificates shall issue a temporary employment certificate having a duration of not more than 15 days without the establishment of a trust fund to permit a minor to provide artistic or creative services. No more than one temporary employment certificate may be issued for each child performer. The Department of Labor shall prescribe the form in which temporary employment certificates shall be issued and shall make the forms available on its website.

(c) A trust account subject to this Section must provide, at a minimum, the following:

(1) that at least 15% of the gross earnings of the child performer shall be deposited into the account;

(2) that the funds in the account shall be available only to the child performer;

(3) that the account shall be held by a bank, corporate fiduciary, or trust company, as those terms are defined in the Corporate Fiduciary Act;

(4) that the funds in the account shall become available to the child performer upon the child performer attaining the age of 18 years or until the child performer is declared emancipated; and

(5) that the account meets the requirements of the Illinois Uniform Transfers to Minors Act.

(d) The parent or guardian of the child performer shall provide the employer with the information necessary to transfer moneys into the trust account. Once the child performer's employer deposits the money into the trust account, the child performer's employer shall have no further obligation or duty to monitor or account for the money. The trustee or trustees of the trust shall be the only individual, individuals, entity, or entities with the

obligation or duty to monitor and account for money once it has been deposited by the child performer's employer.

(e) If the parent or guardian of the child performer fails to provide the employer with the information necessary to transfer funds into the trust account within 30 days after an employment certificate has been issued, the funds that were to be transferred to the trust account shall be transferred to the Office of the State Treasurer in accordance with Section 15-608 of the Revised Uniform Unclaimed Property Act.

(f) This Section does not apply to an employer of a child performer employed to perform services as an extra, services as a background performer, or services in a similar capacity.

(g) The Department of Labor may adopt rules to implement this Section.

(Source: P.A. 101-526, eff. 1-1-20.)

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