

SEVEN STEPS TO GETTING A WORK PERMIT



1. You **MUST** have been hired for a job!
2. You pick up a [Request for Work Permit](#) in the office after school.
3. Fill out the top of the box.
➡ (Be sure to fill in your Social Security Number)
4. Have your parent/guardian sign and date the bottom box
5. Take the [Request for Work Permit](#) from your employer and have the employer fill out the 3rd box.
➡ (Double check to make sure the employer puts in the name of the Workers Compensation Insurance Company)
6. Bring the [Request for Work Permit](#) to the **office** to have the 2nd box be completed by Ms. Luz.
7. FINALLY, Ms. Luz can send your [Request for Work Permit](#) by mail to your employer or you may pick it up in the office.

THANK YOU! ☺

