

# Maryland Work Permit Process

## Instructions for the Minor

- **Step 1-** Print a hard copy of the work permit application which can be down loaded from the Department of Labor & Industry's website at: <http://www.dlir.state.md.us/labor/empm.shtml>. Complete the minor's information section. It is important that the minor also sign and date the application.
- **Step 2-** Take the application to the employer to complete the employer's section.
- **Step 3-** Have the parent or guardian review, sign and date the application.
- **Step 4- Using the completed hard copy of the application the minor should log back on to the website, complete the online application, save the information and print the data receipt.**
- **Step 5-** When the minor has completed their part of the work permit process, they should then take the completed hard copy of the application, **the data receipt**, and **proof of age** such as a birth certificate, valid driver's license/permit, state identification card, passport or any other valid government issued document that provides the date of birth to the issuing officer.
- **Step 6-** Once the permit has been approved and signed by the issuing officer, the minor will give it to the employer.