

HOW TO OBTAIN A WORK PERMIT*

If you are younger than 18 years of age, you must complete a work permit application and obtain a work permit before starting a new job. High school guidance counselors or job placement coordinators can help you with this application process.

Steps for getting a work permit:

1. First, you must have a job offer from an employer.
2. Next, download a work permit application from the Massachusetts Department of Labor Standards website (link below), or pick one up at the Superintendent of Schools' Office in the school district where you live or where you attend school.**
3. Bring the application to your employer and have him/her complete the section, "Promise of Employment."
4. For 14- and 15-year-olds only (16- and 17-year-olds may skip this step): Have your doctor complete the Physician's Certificate of Health section. Note: The Certificate of Health must be signed within the previous 12 months of the date that you submit your application for a work permit.
5. You and your parent, guardian or custodian must sign the completed permit application.
6. Take the completed application and proof of your age (e.g., birth certificate, passport, or immigration record) to the Superintendent of Schools (or the person authorized to issue permits) in the school district where you live or where you attend school. The Superintendent or authorized person will then issue you a permit. No one else may pick up your permit for you.***
7. Bring the signed work permit back to your employer who must keep it until you leave your job. Your employer is required to have your work permit on the premises at all times.

NOTE: If you are 17 years old and have documented proof of a high school diploma or the equivalent, you are entitled to a work permit without signature authorization from the Superintendent. You should still complete a work permit application and bring documentation of your high school diploma or the equivalent to the authorized school official. You will then be issued an appropriate work permit to provide to your employer.

* Excerpted from: **The Massachusetts Guide for Working Teens - Protect Your Health, Know Your Rights**
https://www.mass.gov/files/documents/2017/08/30/ma-guide-working-teens_0.pdf

** In Belmont, application forms are available at the Belmont High School Main Office.

*** In Belmont, completed application forms should be taken to the Belmont High School Main Office. If not enrolled in Belmont Public Schools, you must also bring a completed School Record form and proof of Belmont residency.