



Notes:

- Begin Work Permit/Application process 30 days prior to the expiration date.
- Allow a minimum of 7-10 days to complete the process.
- Statement of intent to Employ a Minor— All sections must be filled out completely.
- Birth Certificate/Social Security Card—COPIES ONLY!! All copies are shredded after review.
- After Work Permit/Applications are finalized in the office, they are mailed directly to the families.
- Any questions regarding this process should be directed to your ES.