**Required Procedures to Acquire a Work-permit for a Minor**

1. “Letter of intent to hire” must be obtained from all prospective employers. A minor has to have the job offer prior to applying for a work permit. That is what the, “letter of intent” that is in regards to. The letter must outline hours worked.
2. Teen and parent or guardian must bring this letter to an issuing officer at minor’s school or school district to obtain the required work permit.

3.    The issuing officer will review criteria and verify safety before issuing the work permit.

<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/Child-Labor-Law-Compliance.aspx>