# GUIDE TO WORK PERMIT PROCEDURES

* Application: Minor under the age of 16 receives a job offer; the job offer detail is filled out a work permit application either obtained at the superintendent’s office or online— the application includes the business name, contact person, address, and telephone number, type of business and description of the job. It must be signed by a parent or legal guardian and then submitted to the superintendent’s office.
* Academics: The superintendent’s office will look at academic requirements as the minor must have a passing grade in a majority of classes, not be truant, and not be under school suspension. After examining the permit, the superintendent signs the permit, forwarding all copies within 24 hours to the **Maine Department of Labor, 45 State House Station, Augusta, ME 04333**
* Approval: The DOL’s Bureau of Labor Standards documents the permit for accuracy and compliance. The appropriate permit is stamped “approved”, then returned to the superintendent’s office. *Denied permits, are often resolved by telephone, but for those that are not get returned to the superintendent with an explanation letter.*
* Employer’s COPY: The superintendent’s office gives the student their approved employer’s copy to deliver to the employer who must keep it on file, as long as the minor is employed.

***MOST COMMON REASONS FOR DENIAL***

*Job is a hazardous occupation*

*No proof of age submitted*

*Not signed by a birth parent/legal guardian*

*No proof of legal guardianship*

*Too young to work at 14 by Federal Law*

*#7 on student status not checked off*

*Permit lacks good job description*

*Minor already has an active work permit*

LINKS to CHILD LABOR INFORMATION

[www.maine](http://www.maine) .gov/labor/bls

the work permit: <http://www.maine.gov/labor/labor_laws/publications/maine_work_permit.pdf>

the written Maine law: <http://www.mainelegislature.org/legis/statutes/26/title26sec775.html>

the written Maine child labor rules: <http://www.maine.gov/sos/cec/rules/12/170/170c011.doc>

USDOL youth labor website: <http://www.dol.gov/dol/topic/youthlabor/>

Hazardous Occupations: <http://www.dol.gov/elaws/esa/flsa/cl/exemptions.asp>

BUREAU OF LABOR STANDARDS MAINE DEPARTMENT OF LABOR 207-623-7900 fax: 207-623-7934 TTY 711