



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

John K. Jonak, Regional Superintendent

Application for Minor Work Certificate

Instructions. Subject to provisions of the Illinois Child Labor Law of 2024, a parent or legal guardian of a minor under the age of sixteen years of age may apply for a minor work certificate on behalf of the minor. Please complete the entirety of the application and include all required documentation. Failure to include all required documentation may result in the delay or denial of issuance of a minor work certificate.

Minor's Information

Name: _____ **Date of Birth:** _____ **Sex:** _____
(First, Middle, Last) (Month, Day, Year)

Parent/Guardian Information

Name: _____ **Email:** _____
(First, Middle, Last)

Phone: _____

Address: _____
Street Address City State Zip Code

Prospective Employment

Employer: _____ **Occupation:** _____

Documentation Requirements

The following documentation is required at the time of application (please see page two for details):

1. Intent to Employ Letter
2. Proof of Age
3. Medical Statement
4. Parent/Guardian Identification.
5. Parent/Guardian Approval
6. Principal/School Statement
7. Proof of a Coogan Account or UTMA Account (Blocked Trust Account) *

*Applicable only to minors applying for a performing, acting, or modeling minor employment certificate.
This requirement is waived for background work.

Parent/Guardian Certification

I hereby certify that to the best of my knowledge, the information provided on this application and the enclosed documentation is true and correct. I am the parent or legal guardian of the minor named above, and I hereby grant my consent for the issuance of a Minor Work Certificate and for the minor to be employed as detailed in the employer's intention to employ, subject to the provisions of the Illinois Child Labor Law of 2024.

Parent/Guardian Signature

Date

Minor Work Certificate

Required Documentation

Intent to Employ Letter

A statement of intention to employ signed by the prospective employer, or by someone duly authorized by the prospective employer, setting forth the specific nature of the occupation in which the prospective employer intends to employ the minor and the exact hours of the day and number of hours per day and days per week during which the minor shall be employed.

Proof of Age

A birth certificate or, if a birth certificate is unavailable, other reliable proof of the minor's identity and age that is supported by a sworn statement explaining why the birth certificate is not available. Other reliable proof of the minor's identity and age includes a passport, visa, or other governmental documentation of the minor's identity. If the student was not born in the United States, the school issuing officer must accept birth certificates or other reliable proof from a foreign government.

Medical Statement

A statement of physical fitness signed by a health care professional who has examined the minor, certifying that the minor is physically fit to be employed in all legal occupations or to be employed in legal occupations under limitations specified, or, at the discretion of the school issuing officer, the minor's most recent school physical.

Parent/Guardian Identification.

Driver's license, state ID, passport or other government-issued identification of the parent/guardian.

Parent/Guardian Approval

A signed written statement from the parent or guardian approving the child's employment.

Principal/School Statement

A statement signed by the school showing the minor's name, address, grade last completed, the hours the minor's school is in session, and other relevant information, as determined by the school about the minor's school schedule, and the names of the minor's parent or legal guardian. This statement is waived if (a) school is not in session; or (b) the minor is not of compulsory age for school attendance.

Proof of a Coogan Account or UTMA Account (Blocked Trust Account)

Applies only to minors applying for a performing, acting, or modeling work permit. This required is waived for background work. Examples of financial institutions to offer these accounts:

- Actors Federal Credit Union
- First Entertainment Credit Union
- SAG/AFTRA Federal Credit Union
- Wells Fargo
- Chase Bank
- US Bank