

# Student Work Permits

In order to be legally employed in Georgia, anyone who has not reached their 18th birthday is required by State and Federal laws to have an Employment Certificate for Minors. The steps to obtaining a certificate are listed below:

1. A “Work Permit Data Sheet” must be completed and submitted to the Issuing Officer in the Registrar’s office. Work sheets are available in the Registrar’s office.
2. The two part form must be completed in its entirety by the student and employer and submitted to the Issuing Officer. Forms with blank lines or unfilled boxes will not be processed.
3. The Issuing Officer will enter the information into the State database and furnish the student with an Employment Certificate for Minors.