

PARENTS of MINORS: Children under the age of 16 are required to have valid work permits in order to work in the state of Illinois. Below is the list of required documents for obtaining this work permit, which you will need if your child is booked on a production. The State Board of Education has very limited available appointments, but your local high school may be able to issue a work permit, so call the high school first! They will need all the same info that is listed below, but they may be much more flexible with appointment times. Try the Board of Education if you cannot make it work at your high school.

The first item – the letter of intent to employ – will be provided to you through your talent agent or through OCC Extras. All other required documentation is your responsibility to provide.

FIVE (5) REQUIRED DOCUMENTS

1. INTENT TO EMPLOY LETTER

A letter from the prospective employer on letterhead stationery, signed by the employer or agent, stating the type of work and work schedule.

2. PROOF OF AGE

An original birth certificate issued by the city, county, state or hospital is preferred. Copies will not be accepted. Baptismal certificates, passports, insurance policies and notices of birth registrations will be accepted.

3. PARENTAL APPROVAL

A signed written statement from the parent or guardian approving the child's employment. Please include full address.

4. MEDICAL STATEMENT (Note from Physician)

A signed physician's statement on the physician's or health institution's letterhead indicating on the basis of an examination performed within one year of the date of work permit application the child is physically fit to be employed in all legal occupations, can also put on prescription note pad (RX).

5. PRINCIPAL'S STATEMENT

A signed principal's statement on school letterhead stationery verifying the school-age child is active in school. (Not just a transcript)

(social security cards / numbers are no longer required to help prevent identity theft.)

WORK PERMITS LOCATIONS

CHECK YOUR LOCAL HIGH SCHOOL FIRST AS IT MAY BE THE QUICKEST AND MOST CONVENIENT.

Illinois State Board of Education
James R. Thompson Center
100 W. Randolph 14-300
(312) 814-2220
Please call for an appointment.
Monday-Friday (no Saturdays!)
9:00 AM-12:00 PM
ASK FOR SHANNON.

Chicago Public Schools Building
4655 S. Dearborn
(773) 535-8955
Please call for an appointment.

CHILD MUST ACCOMPANY THE PARENT OR GUARDIAN TO THE APPOINTMENT.