

**WORK PERMIT INSTRUCTIONS**

Current COVID19 Updated Process

Effective July 1, 2015, work permits are no longer required for youth age 16 and older.

1. **Student must obtain employment or job offer before requesting a work permit.**
2. **Student then emails (from student email account)** [**susan.sawyer@cobbk12.org**](mailto:susan.sawyer@cobbk12.org) **to request the work permit. This email from the student will take the place of appearing in person. ID in the form of a birth certificate must be attached to the email.**
3. Access the system: [GA Dept of Labor Youth Work permit](https://dol.georgia.gov/get-youth-work-permit-online)
4. Enter personal information, verify accuracy and click submit.
5. Print a copy of the Work Permit Data Sheet to give to your employer or give them the MSK code.
6. Employers may complete their portion on-line at the same website.  If the employer does not use the online process, then he/she must complete the Data Sheet manually and return it to the minor.
7. The minor will then email MSK code to Pope High School Counseling Office (email above) for completion of the work permit process. It should be ready for pick up 24 hours later.
8. When picking up completed work permit, you will receive an Attendance Verification Form to take to PPO to be signed. Fee is $2 and exact change is needed.