

# Tutorial for



# Electronic

# Work Permit



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Issuing Officer's

Sign On



Instructions

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# Sign On Page

This is where you, the Issuing Officer, sign on to use the system.

Work Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Real.com

Address <http://wwwtest/W54-MW5/cics.jsp?TRANSID=WP04&FRMNAME=WP04> Go Links

 **GEORGIA DEPARTMENT OF LABOR** **Child Labor Work Permit**

[Child Labor Information](#) [Contact Us](#)

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Please sign on to access work permits

\*\*\*\*\* ISSUING OFFICER SIGN ON \*\*\*\*\*

Username:

Password: (case sensitive)

[Instructions](#)

SUBMIT CLEAR

\*\*\*\*\* YOU MAY OPTIONALLY CHANGE YOUR PASSWORD BELOW \*\*\*\*\*

New PW: (case sensitive)

Confirm PW: (case sensitive)

Done Local intranet

**Step 1**

**Step 2**

**Step 3**

**Step 4**

- Step 1:** Enter the username that was e-mailed to you.
- Step 2:** Enter the password that was mailed to you. If you did not receive a password, please call Child Labor at 404-232-3260.
- Step 3:** First time users must change their password. The password must be at least eight characters and must contain a combination of letters and numbers.  
Note: password is case sensitive (capital and lower case letters must match in your password) and cannot be a repeat of the password that was changed.
- Step 4:** When changing password, Issuing Officer must confirm (re-type) password.
- Step 5:** Select "Submit".

Issuing Officer's

Home



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Indicates the Name, Address, Phone Number of School or School Board of Issuing Officer

## Main Page

Work Permit - Microsoft Internet Explorer

Address: http://wwwtest/WS4-MWS/cics.jsp

**GEORGIA DEPARTMENT OF LABOR**

**Child Labor Work Permit**

[Child Labor Information](#) [Contact Us](#)

Select Minor's SSN to update incomplete Work Permit or PRINT to view and print incomplete Work Permit.

School Name: Brooks County Board of Education  
Address: 489 Barwick Road  
City, State, Zip: Quitman, GA 31643  
Phone: (229)263-7531

[Start New Permit](#) | [Print Blank Form](#) | [Tutorial](#)

VIEW COMPLETED PERMITS

	SSN	DATE	NAME
<a href="#">PRINT</a>	123-11-2313	06/04/2004	AA, AA A
<a href="#">PRINT</a>	123-11-2313	06/04/2004	AA, AA A
<a href="#">PRINT</a>	123-11-2313	06/04/2004	AA, AA A
<a href="#">PRINT</a>	122-12-1111	06/04/2004	ASKEW, A.J C
<a href="#">PRINT</a>	122-12-1111	03/24/2004	ASKEW, ALLEN C
<a href="#">PRINT</a>	123-79-8246	03/24/2004	ASKEW, BACON C
<a href="#">PRINT</a>	123-11-2313	06/04/2004	BANKS, ALLEN D
<a href="#">PRINT</a>	122-12-1111	06/04/2004	BARTON, BILLY C
<a href="#">PRINT</a>	123-12-1212	03/23/2004	BARTON, EUGENE B

Option 2

Option 3

Option 1

Option 4

**Option 1:** You may begin a new work permit by selecting the "Start New Permit" button. (See Section III for complete instructions)

**Option 2:** You may complete a work permit that was started by you or another Issuing Officer from your location. You may also print an incomplete work permit. (See Section IV)

**Option 3:** You may view a list of completed work permits issued by Issuing Officers at your location by selecting the "View Completed Permits" button. (See Section V for additional options)

**Option 4:** You may print a blank work permit selecting "Print Blank Form". (See Section VI)

# How to Complete the



# Online

# Work Permit

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# Minor's Information Screen

Child Labor Work Permits - Microsoft Internet Explorer

Address <http://wwwtest/W54-MW5/cics.jsp?TRANSID=WP01&FRMNAME=WP01A&CGIAREA=WP04A000000002003-04-15-14.51.43.000793XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX200648>

 **GEORGIA DEPARTMENT OF LABOR** **Child Labor Work Permit**

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**Begin new permit.**

**EMPLOYMENT CERTIFICATE FOR MINORS**

**A INFORMATION ON MINOR** [Instructions](#)

Name Last  \* First  \* M

Address  \* City  State  \* Zip  \*

County of Residence  Select County \* Parent or Guardian's Name First  \* Mid  Last  \*

Date of Birth  /  /  \* (mm/dd/yyyy) Age  \* Race  Select Race \* Gender  Select Gender \*

SSN  -  -  Home Phone Num  -  -  \*

or Parent Alien

or Other ID Num  Description

School Status  Select School Status \* School of Attendance  Grade

Email Address

\* Required field.

[START NEW PERMIT](#) | [RETURN TO INCOMPLETE PERMITS](#)

## Instructions:

Enter minor's full name, street address, city, state, and zip code.  
Select from the drop down box the minor's county of residence.  
Enter parent or guardian's full name.  
Enter date of birth. The age will automatically calculate.  
Select race/ethnic background and gender from drop down box.  
Enter minor's Social Security Number (SSN). If minor is not a U.S. citizen, enter the parent's alien ID Number or other ID along with the description.  
Enter home telephone number (if none, enter all zeros).  
Select school status from drop down box. If minor attends a **Georgia** school, the name of the school and grade is required.  
Enter minor's email address, if applicable.

Select "Submit" to continue. Please review information to ensure all data is accurate. Information cannot be changed after second submission. If an error is discovered after submission, a new work permit must be started. All incomplete work permits will be automatically deleted from the system after 30 days.

\* REQUIRED FIELDS

# Employer's Information Screen

New Work Permit has been started - Add Employer information.

B EMPLOYER INFORMATION		<a href="#">Instructions</a>
DOL Num or Fed ID Num	<input type="text" value="DOL Num"/> *	
Name of Employer	<input type="text"/> *	
Physical Address	<input type="text"/> *	
City	<input type="text"/> * State <input type="text"/> * Zip <input type="text"/> * County of Employer <input type="text" value="Select"/> *	
Phone Num	<input type="text"/> - <input type="text"/> - <input type="text"/> * Ext <input type="text"/> Industries <input type="text" value="Select Industry"/> *	
Job Duties	<input type="text" value="Select Job Duties"/> *	
Maximum hours worked/school day	<input type="text" value="0 hours"/> Will be scheduled between <input type="text" value="Start time"/> and <input type="text" value="End time"/>	
Maximum hours worked/non school day	<input type="text" value="0 hours"/> Will be scheduled between <input type="text" value="Start time"/> and <input type="text" value="End time"/>	
Maximum hours per week when school is in session	<input type="text" value="0 hours"/> Maximum hours per week when school is not in session <input type="text" value="0 hours"/>	
Name of Company Official	<input type="text"/> *	
Title of Company Official	<input type="text"/> *	
Email Address	<input type="text"/>	
* Required field. <input type="button" value="SUBMIT"/>		

[START NEW PERMIT](#) | [RETURN TO INCOMPLETE PERMITS](#)

## Instructions:

Enter Employer's Department of Labor Number or Federal Tax Identification Number.

Enter name of employer, physical street address, city, state, and zip code.

Select County of Employer from drop down box.

Enter phone number with any extension.

Select the type of industry from drop down box.

Select job duties from drop down box. If no perfect match, enter best description and add comments in "Notes to DOL" found in Section C.

Select number of hours worked on school days, the earliest start time and the latest end time from the drop down boxes.

Select number of hours worked on non-school days, the earliest start time and the latest end time from the drop down boxes.

Select the total hours worked per week when school is in session and when school is not in session from drop down boxes.

Enter name of company official that completed form, title and email address (if applicable).

Please disregard any warning messages regarding the hours minors may or may not work.

This information has been pre-programmed for the next phase of the electronic work permit.

Select "Submit" to continue. Please review information for accuracy. Information cannot be changed after second submission.

**Hours of work are required to complete the work permit. Employer must enter either the number of hours the minor will work on school days or non-school days. One or both must be completed. One or both of the maximum hours per week when school is in session or when school is not in session must be completed.**

# Issuing Officer Screen

**Verify Age and Permanent ID Card, then click SUBMIT.**

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C ISSUING OFFICER <span style="float: right;"><a href="#">Instructions</a></span>	
Name of School	Brooks County Board of Education
Address	489 Barwick Road
City, State Zip	Quitman, GA 31643
County	BROOKS
Phone Num	770-324-9999 Ext: 9999 Fax Number: 229-263-5206
Email Address	Greg.mabry@dol.state.ga.us
Date of Birth Verified	<input type="radio"/> Yes <input type="radio"/> No *
Applicant appeared before Officer	<input type="radio"/> Yes <input type="radio"/> No *
Permanent ID Card Issued (16 & 17 year olds only)	<input type="radio"/> Yes <input type="radio"/> No *
Notes to DOL	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<p>* Required field. <input type="button" value="SUBMIT"/></p> <p style="text-align: center;"><a href="#">START NEW PERMIT</a>   <a href="#">RETURN TO INCOMPLETE PERMITS</a></p>	

## Instructions:

After verifying date of birth, select yes to “Date of Birth Verified”.

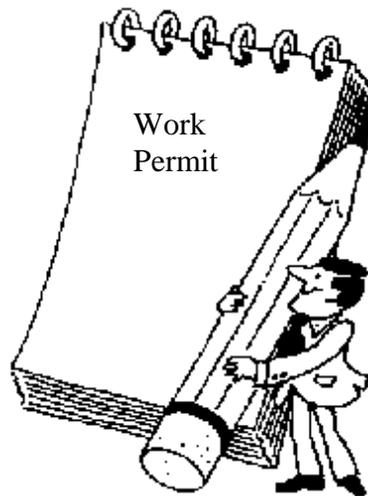
Indicate whether minor has appeared before the Issuing Officer. (Minor’s presence is mandatory.)

Indicate whether a Permanent Identification Card was issued. Only 16 and 17 year olds should be issued ID cards.

Comments to the Child Labor Staff regarding the work permit can be indicated in the “Notes to DOL” section.

Select “Submit” to issue the work permit. Review information for accuracy and submit. After second submission, the message “Work Permit successfully completed” appears in the message area and the “Print Completed Permit” button appears at the bottom of the screen and may be selected to print the completed permit. After Issuance, you may begin a new work permit by selecting “Start New Permit” or return to the Home Page by selecting “Return to Incomplete Permits”.

# Incomplete



# Work Permits

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# Incomplete Work Permits



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Child Labor  
Work Permit

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[Contact Us](#)

Select Minor's SSN to update incomplete Work Permit or PRINT to view and print incomplete Work Permit.

School Name Brooks County Board of Education  
Address 489 Barwick Road  
City, State, Zip Quitman, GA 31643  
Phone (229)263-7531

[Start New Permit](#) | [Print Blank Form](#) | [Tutorial](#)

VIEW COMPLETED PERMITS

INCOMPLETE WORK PERMITS			
	SSN	DATE	NAME
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	06/04/2004	ASKEW, A.J C
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	03/24/2004	ASKEW, ALLEN C
<a href="#">PRINT</a>	<a href="#">123-79-8246</a>	03/24/2004	ASKEW, BACON C
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	BANKS, ALLEN D
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	06/04/2004	BARTON, BILLY C
<a href="#">PRINT</a>	<a href="#">123-12-1212</a>	03/23/2004	BARTON, EUGENE B

Step 1A

Step 1

You may complete a work permit that was started by another Issuing Officer from your location.

**Step 1:** Select the "SSN" associated with the desired work permit.

**Step 2:** Complete Work Permit as shown in Section III of the tutorial.

You may also print an Incomplete Work Permit from this screen.

**Step 1A:** Select "Print" next to minor's SSN and name. The window on the following page will appear.

Step 2a

Step 3a

PRINTABLE WORKPERMIT - Microsoft Internet Explorer

Georgia Department of Labor  
Suite 810  
148 Andrew Young International Blvd., N.E.  
Atlanta, Georgia 30303-1751  
(404) 232-3260  
www.dol.state.ga.us

**EMPLOYMENT CERTIFICATE FOR MINORS UNDER AGE 18**

**A**  
**INFORMATION ON MINOR**  
(Please Print)

<b>Name</b>	ASKEW A.J. A		
<b>Street</b>	12 Point Trail	<b>City / Zip Code</b>	Atlanta 30030
<b>County</b>	FANNIN	<b>Parent / Guardian's Name</b>	Askew Allen A
<b>Date of Birth</b>	03/03/1988	<b>Age</b>	16
		<b>Race</b>	A
		<b>Gender</b>	F
<b>Social Security No.</b>	122-11-1111	<b>* Home Phone Number</b>	123-070-1144
<b>Is minor a GA student?</b>	NO	<b>If so, School of Attendance &amp; Grade</b>	

**B**  
**EMPLOYER INFORMATION**  
(Please Print)

<b>Employer's DOL / Fed ID Number</b>	
<b>Name of Employer</b>	ABC INC.
<b>Physical Address</b>	123 Employer Address Street
<b>City</b>	Employer City
<b>State</b>	GA
<b>Zip</b>	30097
<b>County</b>	ATKINSON
<b>Phone No.</b>	134-134-1341
<b>Type/Industry</b>	COSMETOLOGY
<b>Job Duties</b>	BARBERING AND COSMETOLOGY

		Start	End
002	Maximum hours per school day / Will be scheduled between	12:30 AM	02:30 AM
004	Maximum hours per non-school day / Will be scheduled between	01:00 AM	01:30 AM
003	Maximum hours per week when school in session	005	Maximum hours per week when school not in session

<b>Test Employer Name</b>	Test Official Name	11/24/2003
<b>Printed Name &amp; Title of Company Official</b>		<b>Date</b>

SECTION C - ISSUING OFFICER DATA WILL BE PRINTED UPON COMPLETION AND CERTIFICATION OF WORK PERMIT

**Step 2a:** To print, select printer image.

**Step 3a:** Then close the window.

# Printing



# Completed

# Work Permits

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# Completed Work Permits



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Select Minor's SSN to view/print completed Work Permit.

School Name: Brooks County Board of Education  
Address: 489 Barwick Road  
City, State, Zip: Quitman, GA 31643  
Phone: (229)263-7531

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[VIEW INCOMPLETE PERMITS](#)

COMPLETED WORK PERMITS		
SSN	DATE	NAME
<u>111-12-1111</u>	06/02/2004	BANKS, A.J.A
123-11-2313	06/04/2004	BARTON, ALICE C
122-12-1111	06/04/2004	BECKMAN, BACON B

**Step 1**

This window displays a list of work permits that were issued at the current location.

**Step 1:** Select the "SSN" associated with the desired work permit. The window on the following page will appear.

Step 2

Step 3

PRINTABLE WORK PERMIT - Microsoft Internet Explorer

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Georgia Department of Labor  
Suite 810  
148 Andrew Young International Blvd., N.E.  
Atlanta, Georgia 30303-1751  
(404) 232-3260  
www.dol.state.ga.us

**EMPLOYMENT CERTIFICATE FOR MINORS UNDER AGE 18**

**A**  
**INFORMATION ON MINOR**  
(Please Print)

Name	BARTON ALICE C		
Street	123 Cook St	City / Zip Code	Baxley 12345
County	BACON	Parent / Guardian's Name	Barton Carolyn E
Date of Birth	04/04/1989	Age	15
		Race	A
		Gender	F
Social Security No.	123-11-2313	* Home Phone Number	770-819-9731
Is minor a GA student?	NO	If so, School of Attendance & Grade	

**B**  
**EMPLOYER INFORMATION**  
(Please Print)

Employer's DOL / Fed ID Number	087654321		
Name of Employer	TREE SURGEON INC		
Physical Address	Hwy 78 East		
City	Stone Mountain	State	GA
Zip	64445	County	APPLING
Phone No.	818-978-9264	Type/Industry	CONSTRUCTION
Job Duties	ASSEMBLY		
	Start	End	
Maximum hours per school day / Will be scheduled between	00:00 AM	00:00 AM	
007 Maximum hours per non-school day / Will be scheduled between	05:00 PM	09:00 PM	
Maximum hours per week when school in session	009	Maximum hours per week when school not in session	
Bernard P Higginbotham	Company Clown	06/04/2004	
Printed Name & Title of Company Official		Date	

**C**  
**ISSUING OFFICER**  
(Please Print)

Principal Administrative Officer of Public or Private School or Authorized Agent
The above applicant appeared before me and hereby makes request for this "Employment Certificate" in compliance with state law.

**Step 2:** To print, select printer image.

**Step 3:** Then close the window.

# Printing



# Blank

# Work Permits

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# Blank Work Permits



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Select Minor's SSN to update incomplete Work Permit or PRINT to view and print incomplete Work Permit.

School Name	Brooks County Board of Education
Address	489 Barwick Road
City, State, Zip	Quitman, GA 31643
Phone	(229)263-7531

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VIEW COMPLETED PERMITS

INCOMPLETE WORK PERMITS			
	SSN	DATE	NAME
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	AA, AA A
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	06/04/2004	ASKEW, A.J C
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	03/24/2004	ASKEW, ALLEN C
<a href="#">PRINT</a>	<a href="#">123-79-8246</a>	03/24/2004	ASKEW, BACON C
<a href="#">PRINT</a>	<a href="#">123-11-2313</a>	06/04/2004	BANKS, ALLEN D
<a href="#">PRINT</a>	<a href="#">122-12-1111</a>	06/04/2004	BARTON, BILLY C
<a href="#">PRINT</a>	<a href="#">123-12-1212</a>	03/23/2004	BARTON, EUGENE B

**STEP 1**

**Step 1:** Select on "Print Blank Form".

**Step 2:** Follow print options for printing a completed work permit in Section V, Printing Completed Work Permits, steps 3 and 4.