

Steps in Obtaining Working Papers for Minors:

1. The minor interviews for and receives an offer of employment.
2. The employer provides a Promise of Employment letter.
3. The minor provides the Promise of Employment letter and proof of age to the superintendent's designee.
4. The designee reviews the letter for completeness and the job to make sure it is allowable.
5. If all is in order, the designee issues the Working Papers.
6. The minor provides the Working Papers to the employer.
7. The employer keeps the Working Papers on file until 2 years after the minor turns 18.

