GEORGIA DEPARTMENT OF LABOR

148 Andrew Young International Boulevard, N.E., Suite 810
Atlanta, Georgia 30303-1751

MICHAEL L. THURMOND
COMMISSIONER

Dear Issuing Officer:

The Georgia Department of Labor is pleased to announce the implementation of our revised Online Work Permit System. The revised system will now be available to work permit applicants, employers, and issuing officers. This revised system is designed to reduce your workload when completing work permits for applicants.

Applicants now have the ability to enter their information from any computer by using the following link:

https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=WP17&FRMNAME=WP17
Note: Link is secure and password protected.

Since many schools have their own websites, we recommend adding the link to our Online Work Permit System to your school's website, allowing easy access for students.

Applicants may also access the system via our website: www.dol.state.ga.us. Instructions for accessing the site are listed below:

1. Select the Child Labor Quick Link.
2. Scroll to the bottom of the page and select Online Work Permit then select Minor.
3. Enter personal information, verify accuracy and click submit.
4. Print a copy of the Work Permit Data Sheet to give employers.

Employers may now complete their portion of the Work Permit Data Sheet online as well. The printed copy of the Work Permit Data Sheet contains a link for employers to submit their information. If an employer does not have Internet access or chooses not to use the online process, then he/she must complete the Data Sheet manually and return it to the minor. The minor will then submit the Data Sheet to the issuing officer for completion of the work permit process.

The issuing officer may access the Online System via our website: www.dol.state.ga.us. Select Child Labor Quick Link, scroll to bottom and select Online Work Permit, then select Issuing Officer.

Once the issuing officer has successfully signed on:
•   Enter the minor's social security number and date of birth. Click submit.
•   The screen will display links to any permits initiated by the minor (maximum 5).
•   Verify the minor's information entered into the system. Make any necessary corrections.
•   Enter employer's telephone number to verify if employer information is in the system. If the employer's information is not displayed, you must enter the information from Section B of the Work Permit Data Sheet.
•   Click submit and confirm to certify the permit. Print a copy of the completed Work Permit for the minor to present to the employer.

If you have any questions or need technical assistance regarding the use of the revised Work Permit System please feel free to contact Janice Connally, Chief of Child Labor Section at 404-232-3260.