

**NEW PROCESS FOR OBTAINING
WORK PERMITS**

STUDENT DIRECTIONS

1. Go to <http://www.dllr.state.md.us/> Click on Work Permits under the Quick Links section.
2. Print a hard copy of the Work Permit Application.
3. Complete the “To The Minor” section.
4. Have your employer complete and sign the “To The Employer” section.
5. Have your parent or guardian sign and date the application after they review it.
6. Return to the Web site above and complete number 5 – the online application by using the data collected on the hard copy application. Click on Save.
7. Receive an application receipt via e-mail. Print the receipt.
8. Bring the Work Permit Application and the application receipt to your school to have your work permit issued. The following staff members can issue work permits:

_____, Secretary

_____, Secretary