

How to Apply for the Age and Schooling Certificate (Ohio Work Permit)

1. The Ohio Department of Commerce, Division of Labor and Worker Safety, Bureau of Wage and Hour, processes Age and Schooling Certificates (Work Permits). All minors (under age 18) who are in paid employment must have a valid work permit during the school year, and 14-15 year olds must obtain work permits for employment at all times of the year.
2. Instructions are noted below.



Work Permits

Pre-Application Forms - **Student (Minor), Employer, and School Use**

To obtain a minor work permit, students/minors should use a pre-application form to gather the necessary information and approvals from their potential employer and from their parents or legal guardian. The form is filled out completely, signed, and is then taken to the minor's school where a permit is issued based on the information on the form. Anyone (student, employer, or school personnel), may print a copy of the form to begin the process of obtaining a work permit. In addition, the Physician's Certificate can be printed out for those minors that are required to take a physical for employment purposes. The forms are in PDF format.

[Minor Work Permit Pre-Application Form \(PDF\)](#)

[Physician's Certificate \(PDF\)](#)

3. The above forms are to be completed and returned for processing to the Department of Student Services, Lakewood Board of Education, 1470 Warren Road, Lakewood, Ohio between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.