



**For Questions or Additional Information Contact:**

**Phone: Front Desk (770) 483-4713**

**Email: [receptionist@rockdale.k12.ga.us](mailto:receptionist@rockdale.k12.ga.us)**

### **How RCPS Students Obtain a Work Permit**

- After securing a job, student/parent will complete a work permit application online through the **Georgia Department of Labor (GDOL)** by clicking [here](#), or go to [dol.georgia.gov](http://dol.georgia.gov) for additional information on employment for minors and to begin the Work Permit application. No fee required.
- Upon completing the application, the GDOL system will provide the student/parent with a Minor Security Key (MSK) number. This number will need to be provided to the employer to complete their section of the online application.
- Once the employer has completed their portion of the application, the employer will notify the student/parent.
- Student/parent will email or call the RCPS Authorized Issuing Officer, at the Front Desk: [receptionist@rockdale.k12.ga.us](mailto:receptionist@rockdale.k12.ga.us), or call 770-483-4713 to provide the MSK number.
- **The GDOL confirmation states, "Minor must take his/her Birth Certificate to an Issuing Officer at the local School or Board of Education to certify the Work Permit."**
- The student and parent will then be required to have the student's birth certificate and social security card on hand for viewing when they come to pick up the work permit to assist with verification of the information.
- The certificate will be printed, and the student will provide a certificate to their employer.

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