



Minor Work Permit Instructions

<https://apps.com.ohio.gov/dico/minorworkpermit>

1. The student's **Parent/Guardian** must complete and sign the "Student/Application Information" portion of the [Application for Minor Work Permit](#) form.
2. The student's **Employer** must complete the "Pledge of Employer" portion of the Application for Minor Work Permit form. The Employer must include its Employer Tax ID Number (9 digits). This is mandatory.
3. The student's **Physician** must complete the "[Physician's Certificate for Minor Work Permit](#)" portion of the Application for Minor Work Permit form.
 - a. Note: Both bottom sections of the Physician's Certificate (left and right) must be completed by the physician. Work Permits cannot be submitted to the State of Ohio for approval without either a "Yes" or "No" being selected.
 - b. Also Note: A Sports Physical form can be submitted in lieu of having the "Physician's Certificate" portion of the Application being completed by the Physician. The Sports Physical must be dated one year or less from the date of submission of the Application for Minor Work Permit to Liberty Bible Academy.
4. Birth Certificate is the default "Proof of Age" document. A copy is not required to be submitted due to all student birth certificates already being on file with the school at the time of application.
5. The completed Application for Minor Work Permit and Physician's Certificate must be submitted to the main office at Liberty Bible Academy at 4900 Old Irwin Simpson Rd. Mason, OH 45040. This Application must be properly completed to enable a Work Permit to be submitted to the State of Ohio for approval.
6. A new Work Permit must be issued with each change of employment.
7. Two simultaneous Work Permits can only be issued with prior approval of the Liberty Bible Academy Head of School or High School Director.