

Work Permit

1. Student must have a job lined up first.
2. Student needs to access the Georgia Department of Labor website and enter personal information (link provided below)

[Georgia Department of Labor](#)

3. Print the completed Work Permit Data Sheet to give employers.

Employers may now complete their portion of the Work Permit Data Sheet online. 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 student. The student will then submit the Data Sheet to the issuing officer (RTMS Counselors' Secretary – Ms. O'Connell) for completion of the work permit process.