

## Obtaining Work Permits

- 1) Print out the form B1-1 Statement of Intent to Employ a Minor and Request for Work Permit-Certificate of Age  
<https://www.cde.ca.gov/ci/ct/we/documents/formb1-1.doc>
- 2) Complete Minor's Information and School Information
- 3) Parent or legal guardian must sign their portion
- 4) Take form to employer – they must complete and sign employer section 5) Scan and email completed form with all signatures to:  
[ansampson@capousd.org](mailto:ansampson@capousd.org)  
*If you do not have a scanner, you can take a photo of the completed application and email the photo to the email above*
- 6) Completed Permit to Employ and Work (form B1-4) will be emailed back to you
- 7) Student dates and signs the “minor’s signature” section, and takes the completed permit back to his/her employer

If you do not have access to a printer or have questions, please call Mrs. Sampson  
(949) 234-5319

### IMPORTANT REMINDERS:

Work Permit Applications must be signed by the employer.

A parent or guardian must also sign the application.

A social security number is required to process a work permit.

Student ID will be verified through district records.

The completed “official” work permit is signed by the student and taken to his/her employer.

Each new job requires a new work permit.

Please allow 24 hours to process a work permit.  
(Monday-Friday)

### Entertainment Work Permits:

Entertainment work permits will not be issued through the schools during the summer.

For instructions to obtain an “Entertainment Permit” in the summer please use this link:

[https://www.dir.ca.gov/dlse/Application\\_for\\_Entertainment\\_Work\\_Permit\\_for\\_Minor.htm](https://www.dir.ca.gov/dlse/Application_for_Entertainment_Work_Permit_for_Minor.htm)