



### Important updates:

**EMPLOYERS:** If you haven't signed into your account in over 6 months, call the Minor Working Papers Support hotline at 609-659-9047 for important information.

**MINORS:** If you don't have a job offer yet, that's your first step! You only apply for Working Papers after getting an offer of employment.

**CAREGIVERS:** If you get an email about a minor's Working Papers application before you've heard about their job offer, check to make sure they're doing things in the right order. The offer of employment comes first, and then they apply for Working Papers.

Get started [here!](#)

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Minor workers, their caregivers, and

application instead of using a paper

[Click here](#) to download a handout explaining the process.

[Haga clic aquí](#) para una versión en español.

**NJ WORKING PAPERS PROCESS**

**FOR EMPLOYERS**

Here's how to get started:

- 1. Create an account.** Enter your business details and email address at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). We'll send you a link to confirm your email address.
- 2. Complete your employer profile.** Once we have this information, we'll assign your business a unique 8-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business.
- 3. Check your email.** We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take.
- 4. Schedule their first day!** Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working.

**FOR MINORS**

CONGRATULATIONS on your job offer! Here's what to do next:

- 1. Create an account.** Enter your name and email address at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). We'll send you a link to confirm your email address.
- 2. Complete the application.** You'll need your employer's unique 8-digit code and your caregiver's name and email address to submit your part of the application. Helped! If your employer is not registered, give us their email address and we'll send them a link to create an account.
- 3. Track your progress.** You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved.
- 4. Get to work!** You can start working after your application is approved. Don't forget: If you add or change jobs, you need to submit a new Working Papers application.

**FOR CAREGIVERS**

Check your email. A minor applying for working papers provides their caregiver's name and email address to complete their part of the application.

**2. Review the application.** If everything looks good, upload the minor's proof of age and approve the application.

**Acceptable proof-of-age documents:**

- Birth certificate or certified transcript
- Minor's driver's license or learner's permit
- Baptismal certificate
- Bankable contemporary record of the date and place of the minor's birth
- Passport
- Certificate of arrival in the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor
- Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence)

**3. Not sure about this job?** If you are concerned about an aspect of the job—hours, description of duties, etc.—you can reject the application and the minor will not be able to start the job. Note: An application will be processed regardless of the minor's age when making "Haven't". You can reject the working papers application, but the minor must stop working at that time.

**MYWORKINGPAPERS.NJ.GOV**

English

**PROCESO DE DOCUMENTOS DE TRABAJO DE NJ**

**PARA EMPLEADORES**

Como Empleador:

- 1. Cree una cuenta.** Introduzca los datos de su negocio y correo electrónico en la página web [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). Te enviaremos un enlace para confirmar tu correo electrónico.
- 2. Completa tu perfil de empleador.** Una vez que tengamos esa información, le asignaremos a tu empresa un código único de 8 dígitos llamado Employer Unique Code (EUC). Proporcione este código a cada menor que contrate para que podamos vincular su solicitud de documentos de trabajo a tu negocio.
- 3. Consulta tu correo electrónico.** Te notificaremos cada vez que un menor envíe una solicitud de Documento de Trabajo a tu negocio. Después de verificar su información y aprobar su solicitud, se le pedirá al poderostador del menor que haga lo mismo desde su propia cuenta. Recibirá un correo electrónico para informarle cuando se aprueba o rechaza la solicitud. Si la solicitud es rechazada, el correo electrónico le informará el motivo y ofrecerá los siguientes pasos a seguir.
- 4. Programa el primer día de trabajo!** Una vez que se aprueba una solicitud, el empleador, menor y padre, recibirán un correo electrónico de aprobación y el menor podrá comenzar a trabajar.

**PARA MENORES**

(FELICIDADES por tu oferta de trabajo!)

**1. Cree una cuenta.** Introduzca su nombre y correo electrónico en la página web [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). Te enviaremos un enlace para completar su parte de la solicitud.

**2. Revisa la solicitud.** Si todo parece bien, suba el comprobante de edad del menor, seleccione la caja de aceptación y apruebe la solicitud.

**Comprobantes de edad aceptables:**

- Acta de nacimiento o transcripción certificada
- Licencia de conductor o permiso de aprendizaje
- Certificado de bautismo
- Registro contemporáneo de buena fe de la fecha y lugar de nacimiento del menor
- Pasaporte
- Certificado de llegada a los Estados Unidos emitido por Servicios Ciudadanía e Inmigración (USCIS) que muestre la edad del menor
- Póliza de seguro de vida siempre que la póliza haya sido emitida hace un año

**3. Sigue tu progreso.** Es posible que necesites darle seguimiento a la solicitud con tu padre/ostador o el empleador; los cuales deben enviar sus partes de la solicitud antes de que puedas comenzar a trabajar. Si tu solicitud es rechazada por algún motivo, no podrás trabajar hasta que la solicitud sea aprobada.

**4. ¡Punto a trabajar!** Puedes comenzar a trabajar después de que se aprueba la solicitud. No olvides: Si agregas o cambias de trabajo, debes presentar una solicitud nueva de Documentos de Trabajo.

**PARA PADRES**

**1. REVISE SU CORREO ELECTRÓNICO.** La menor que solicita documentos de trabajo proporciona el nombre y la dirección de correo electrónico de su cuidador. El cuidador recibirá un correo electrónico con un enlace para completar su parte de la solicitud.

**2. ¿Se está seguro de este trabajo?** Si le preocupa algún aspecto del trabajo (horario, descripción de deberes, etc.), puede rechazar la solicitud y el menor no podrá comenzar el empleo. Nota: Si usted no toma una acción sobre la solicitud dentro de 14 días, la solicitud será automáticamente aceptada y el menor podrá comenzar a trabajar. Si rechaza la solicitud, el menor debe dejar de trabajar en ese momento.

**MYWORKINGPAPERS.NJ.GOV**

Español



An overview of the process

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Young Workers Bill of Rights

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Frequently asked questions (FAQs)

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Resources for school officials

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## Young Workers

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## Statewide

Governor Phil Murphy

Lt. Governor Tahesha Way

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Department of Labor

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