

## **Working Paper Applications**

Beginning June 1, 2023, Working Paper Applications for minors will be processed online

All New Jersey minors are required to have working papers as a condition of employment. NJ law — A4222 — *effective June 1, 2023*, transfers the oversight and administration of Working Papers to the New Jersey Department of Labor and Workforce Development (NJDOL). Schools are no longer permitted to process working papers.

**The new online form can be found at [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov).**

**To begin the process, minors and their employers should access [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov)**

1. Employers will be emailed a unique 8-digit code to share with the minor.
2. Once the minor receives the 8-digit code, they should complete the online working paper application ([MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov)), providing their caregiver's/parent's/guardian's name and email address.
3. When the minor enters the 8-digit code, employers are emailed a link requesting job duties and anticipated working hours.
4. Caregivers are also emailed a link to grant permission and provide proof of the minor's age.
5. The minor and their employer will each receive a confirmation email after the caregiver completes their form.
6. The minor can begin working — unless they receive an email rejecting the application. (Notification of approval/rejection can be expected within 24 hours of the caregiver completing their form.)