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MAYOR

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MUNICIPAL CLERK

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## Instructions for Minors

1. Create an account. Enter your name and email address at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). A link will be sent to your email to confirm your information.
2. Complete the application. You will need Barnegat Light's unique 8-digit code (00121219) and your caregiver's name and email address to submit your part of the application.
3. Track your progress. You may need to follow up with your caregiver and employer, who must submit their parts of the application before you can start working. If your application is rejected for any reason, you cannot work until you submit a new application that is approved.
4. You are eligible for borough employment when your working papers application has completed the full approval process.

## Instructions for Caregivers

1. Check your email. A minor applying for working papers provides their caregiver's name and email address. The caregiver receives an email with a link 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
  - Bona fide 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)