



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS

GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING



TOWNSHIP OFFICES:
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Online Working Paper Instructions

As of June 1, 2023, working papers for minors have officially gone digital. We ask that you please carefully follow the steps below, to successfully complete the process.

Steps for Minor

1. Create an account: **Go to the website myworkingpapers.nj.gov. Enter your name and email address.** When completed, click submit. An email confirmation will be sent.
2. Complete the application: When prompted to enter **your employer's ID number, please input code# 00009368**. You will also need to enter your parent / guardian's email address before continuing. When finished, click submit.

Steps for Parent / Guardian

1. Check your email: Once your child has submitted their portion of the application process, parents / guardians will receive an email along with a link. Please click the link, to complete your child's part of the process.
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)

3. Once the application has been approved, all parties (child, parents / guardians, and employer) will receive an email informing you that the process has been completed.