

INFORMATION CARD				AL113012
1. Name of service	Work permit "On the employment of minors"			
2. What is the purpose of the service?	Safe and healthy working relationship of minor employees under the legal provisions of the labour code. Provides			
3. What does this service offer?	with work permit for this category of employees			
4. Am i Beneficiary?	Any natural or legal person, domestic or foreign, private or public, who carries on a profit or non-profit economic activity in the territory of the Republic of Albania.			
5. What documents do I need for my application?	No	Type	The document is issued by:	Delivered to counters from applicant?
	1	Request	Applicant	Yes
	2	Medical examination	Health Center	Yes
	3	Personal certificate / Id card identity	Civil Status Offices	No
	4	Statement of agreement parents	Applicant	Yes
6. Where to apply?	Reception offices	City	Address	Opening hours
	State Inspectorate of Labour and Services Social	Tirana, Berat, Diber, Durres, Elbasan, Elbasan, Fier, Gjirokastra, Korca, Kukës, Lezha, Shkodra, Vlora	State Labour Inspectorate and Social Services Social "Str Dervish Hima", Tirana. Regional Chief Inspector Berat Lagja "28 Nentori", former MCR Berat. Regional Chief Inspector Diber Square: "Ahmet Zogu", Burrel Regional Chief Inspector Durres Lagjia. No. 6, Street: "Aleksandër Goga" near Museum of Martyrs, Durres.  Regional Chief Inspector Elbasan Regional Chief Inspector Fier Neighborhood: April 16, Near Fier Professional Training Center Professional Fier. Regional Chief Inspector Gjirokastra Lagjia Pazar; Street: "Alqi Kondi" Gjirokaster. Regional Chief Inspector Korca Street: " 1 Maji " Lagjia 18 Korca. Regional Chief Inspector Kukës Prefecture, IV floor, Kukës.	Monday - Thursday  08:00 to 16:30  Friday 08:00-14:00
7. Is this service online?			Regional Chief Inspector Shkodra Street Lushnja Congress, Building No. 7, Entrance 2. Shkoder	
	Level 1	Level 2  Information provided	Level 3  Information and opportunities are available for submitting the online application	Level 4  Service provided completely online
8. How much is the fee for getting the service?	Information provided on the service	download form option of the application	online application	
9. How long it takes to get the service?	Base fee	Additional fees	Online Fees	Payment mode
10. What do I get?	Free service			
11. What is the validity term?	15 Days			
12. Where do I get it?	Authorization for employment of minors Depending on the application			
13. What is the responsible institution?	In the counters	By mail post	E-albania	E-mail
14. Where can I find information about this service?	State Labour Inspectorate and Social Services (SLISS) Contact us at:		Opening hours	
15. If I have a complaint, how do i proceed?	E-mail: e-albania.al			
	ADISA website: www.adisa.gov.al ADISA email: Informacion@adisa.gov.al ISHPSHSH web: http://inspektoriaatipunes.gov.al Call Center: 11800		Call Center: Monday to Friday, 07:00-21:00 Saturday, 07:00-14:00	
16. What is the legal basis of this service?	In the counters	By mail post	Web site of the Institution	E-mail
	On the platform "Albania we love" Link: www.shqiperiaqeduam.al Law no. 7961 dated 12.7.1995 as amended "Labour Code", Law No. 9634 dated 30.10.2006 as amended "On Labour Inspection",			

*DCM 108 dated 15.02.2017 "On the protection of children at work"*