



February 2025

Dear Umpire and Parents:

If you are **younger than 16**, the Illinois Department of Labor requires you to have a work permit to be a Little League umpire. In order to obtain this permit, you will need to do the following:

- A) Get a **Letter of Intent to Hire** from the employer (available at libertyvillebaseball.org).
- B) Locate an original copy of your birth certificate and Social Security card.
- C) The umpire and parent or guardian must bring the letter, birth certificate and Social Security card to the child's school to meet with the issuing officer and obtain an Employment Certificate. (District 128 schools may be able to process via email.)

Please make sure to call the school office to schedule an appointment. Once the issuing officer verifies the paperwork, they will provide the Employment Certificate. This can be delivered to the umpire director, scanned and emailed or sent in by mail to the following address:

Libertyville Little League
Attn: Scott Holland — Umpires
PO Box 546 / 810 W. Lake St.
Libertyville, IL 60048

The league must have a permit on file before umpires can be scheduled to work games. Permits are valid for one year from the initial authorization and only for the specified employer.

Contacts:

Libertyville High School: 847-367-3100 • Vernon Hills High School: 847-932-2000
Highland Middle School: 847-362-9020 • Oak Grove School: 847-367-4120
Hawthorn School District: 847-990-4200 • Rondout School: 847-362-2021
St. Joseph School: 847-362-0730 • Lake County Regional Office of Education: 847-543-7833

A handwritten signature in black ink, appearing to read 'S. Holland', is positioned above the contact information for Scott Holland.

Scott Holland
Umpire-in-Chief
Libertyville Little League
847-707-8541
sth749@gmail.com