

INSTRUCTIONS FOR SECURING A WORK PERMIT

Work Permits are available at the public high school of the district in which you reside.

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure a Work Permit before they may begin to work. Exceptions to this law are 17 year old students who have graduated or have officially withdrawn from school. Students who have reached age 18, by state law, do not need a work permit.

1. Pick up an application in the main lobby or the main office
2. Parent/guardian **completes Part B ONLY** (signature, name & address)
3. Bring the application back to the school with the **appropriate proof of age** (transcript of birth certificate, baptismal certificate, passport or driver's license)
4. The school official will complete Part A of the application for work permit and issue the work permit to the student.

Hours to obtain the application and/or the work permit are Monday through Friday 7:30 am – 3:30 pm.

CHILD LABOR LAW (effective 1-22-13)

Brief Summary of the major changes to PA Child Labor Law:

- *The new work permit applies to all minors age 14 through 17 and can be used for more than one employer.
- *You **do not** need a job offer to obtain a work permit.
- *Minors (16-17) who currently possess a valid work permit may continue to use that permit to work.
- * Minors (14-15) who possess a vacation work permit, **and desire to work for another employer**, may obtain a new work permit from the issuing officer in their school district.
- *A parent/guardian does not need to be present for the student to obtain the work permit. The parent/guardian does not need to sign in the presence of the school officer. **Only Part B of the application needs to be completed by the parent/guardian** (signature, name & address).
- *A physician does not need to sign off on the application.
- *An employer does not need to sign off on the application.

APPLICATION FOR WORK PERMIT

Date of application _____

Certificate/Permit number _____

Date issued _____

PDE-4585 (10/91)

A. To be completed by issuing officer

Name of minor	Sex _____ Color of hair _____ Color of eyes _____	Signature of issuing officer
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Any physical work restrictions	School district - name and address	
Place of residence	Place of birth	

Date of birth	Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Month</td> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Month	Day	Year				a. Transcript of birth certificate	b. Baptismal certificate or transcript	c. Passport
Month	Day	Year							
	d. Other documentary evidence	e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor							

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

Signature of parent, guardian or legal custodian*	Name and address of parent, guardian or legal custodian
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Commonwealth of Pennsylvania - Department of Education

*In lieu of a signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.