

# WORK PERMIT APPLICATION AND INSTRUCTIONS

*All minors age 14 to 17 seeking employment are required to have a Work Permit.*

1. Follow the instructions listed below to complete the work permit application:

**Section A:** Name of minor, sex, color of hair, color of eyes, any physical work restrictions, place of residence and place of birth (include city and state)

**Section B:** To be completed by a parent or guardian of the minor applicant

2. When the application is complete, the minor (student) will return it to the high school counseling office along with evidence of age. One of the following documents must be provided:

- Transcript of birth (birth certificate)
- Baptismal certificate
- Passport
- Other documentary evidence (must include birth date)
- Affidavit of parent or guardian accompanied by a physician's statement of opinion as to the age of the minor.

**NOTES:**

- A work permit will not be issued without the proper documentation. The minor must be present when the work permit is being issued. Parents do not need to be present.
- The minor will keep the work permit and show it to his/her employer. The employer will make a copy for their records and the minor keeps the permit.
- Work permits are issued in the School Counseling office from 7:00 AM to 3:00 PM Monday through Friday when school is in session. Please call for times when school is not in session.
- Please contact the school counseling office at 412-967-2437 with any questions.
- You may obtain information regarding Pennsylvania Child Labor Laws by going online to the following link - <http://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx#tab-1>

**APPLICATION FOR WORK PERMIT**

Date of application \_\_\_\_\_

Certificate/Permit number \_\_\_\_\_

Date issued \_\_\_\_\_

PDE-4565 (1/13)

**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 <b>Fox Chapel Area High School 611 Field Club Road Pittsburgh, PA 15238</b>
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.		
Month	Day	Year	a. Transcript of birth certificate      b. Baptismal certificate or transcript      c. Passport 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 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.