

## Work Permit Procedure

In Pennsylvania, minors between the ages of 14-18 must obtain a Work Permit.  
(Work Permits cannot be issued to children under the age of 14)

Work Permits are issued by the school district in which the student resides. It is only valid for employment within the State of Pennsylvania.

Out of State Employment – Any student seeking employment in another State, must secure a Work Permit from the school district in which the employer is located.

### **The Application Process:**

- The **Application for Work Permit** [PDE- 4565 (1/13)] will be filled out by the issuing school in the presence of the student or parent/ legal guardian
- The application must be signed by the parent/guardian before a work permit can be issued.

**NOTE:** Grandparent or sibling signature is not valid – unless proof of legal guardianship is provided.

- The student must present acceptable evidence of age:

- Transcript of birth certificate
- Passport
- Baptismal certificate or transcript
- Other documentary evidence
- Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor

- The issuing school will complete the **Work Permit** [PDE- 4566 (1/13)] based on the information recorded on the **Application for Work Permit**.
- The issuing school must witness the minor's signature at "**Signature of Minor**".
- The minor will be instructed that they are to keep the blue permit in their possession until their 18<sup>th</sup> birthday. The permit is transferable to any PA employer. It may be shown to the employer to be photocopied but must be returned to the student.  
(*These instructions are on the reverse side of the blue permit.*)

## **Helpful Link**

[http://www.portal.state.pa.us/portal/server.pt/community/child\\_labor\\_law/7508](http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/7508)