

Region 18 Public Schools Procedures for Obtaining Working Papers

Please be sure to carefully read the below instructions for requesting Working Papers. Every effort will be made to issue the Working Papers within 2 to 5 week days. We cannot process urgent requests.

Pursuant to Section 10-193 of the Connecticut General Statutes, the Superintendent of Schools has authorized several staff members (at the high school and Central Office) to act as designated agents for issuing the Certificate of Age (Working Papers) to minor students under the age of eighteen years. Working Papers can be issued to students of the high school, non-residents, and student who attend other schools, provided the job is within the State of Connecticut.

Listed below are general procedures for issuing / obtaining Working Papers.

Criteria for Issuance

Student must be 16 years of age (14 or 15 under certain limited circumstances).

For students who are not enrolled with Region 18 Schools, documentation of age must be provided (details below). **Region 18 students do not need to provide proof of age, as the official school records will do that.**

Students must have written promise of employment signed by the prospective employer.

Please note:

- Working papers cannot be backdated.
- Working papers cannot be issued to students who will be working out of the State of Connecticut.

Documentation of Age:

All of these should be original documents.

- A birth certificate.
- A baptismal certificate which shows date and place of birth.
- A hospital certificate imprinted with the hospital's name.
- An attending physician's certificate.
- A U.S. Census record supported by notarized affidavit of parent.
- A bible record in existence for five years prior to submission.
- A driver's license.
- A passport when month, day and year of birth is listed.

Persons who were born outside of the USA and are lacking the above documentation may use the following additional sources:

- A vaccination certificate stating month, day and year of birth.
- An immigration identification card that includes month, day and year of birth.
- A United States immigration record that includes month, day and year of birth.
- Citizenship papers.

Promise of Employment Letter

A Promise of Employment letter must be written on the employer's letterhead and must have the following:

- The specific job title with a ***detailed list of duties*** and associated tasks that the minor will be performing. ***No vague job descriptions, such as "helper, general worker, laborer, maintenance, cleanup, janitor, custodian, sweeper, messenger, errand person, porter, gas station attendant" or any other vague title can be accepted.***
- The hourly rate.
- The number of hours per week.
- The business name and address and the phone number of the employer.
- Name of and original signature of the authorized company/firm/agency official.

If the employer does not have their own Promise of Employment statement on letterhead, a generic version may be used and is available on the link below.

If the Promise of Employment letter does not contain the required information, the designated agent may reject the form and ask for a revised form.

Below are links to more information from the State of Connecticut regarding the employment of 14, 15, 16 and 17 year-olds.

[Generic Promise of Employment Letter](#)

CT Department of Labor:

<https://www.ctdol.state.ct.us/wgwkstnd/employminors.htm>

Connecticut's Working Papers Manual

<https://portal.ct.gov/-/media/SDE/CTE/WBL/WP.pdf?la=en>