

INSTRUCTIONS FOR OBTAINING WORKING PAPERS – SSD STUDENTS

- Download a copy of the form *Application for Work Permit (PDE-4565)*
 - **This form is an application ONLY. It is not a work permit.**
- Parent/Guardian completes and signs Section B. Parent/Guardian provides student with proof of age.
 - Acceptable documents include original birth certificate, hospital record, baptismal certificate, passport, or Permanent Resident registration, driver's license/permit, or state ID card with date of birth listed.
- Student brings the signed application to the registration office along with acceptable proof of age of the student. The student and registration staff complete Section A. The registration office will **verify that the student is attending school consistently. A Work Permit may be denied if the student applicant cannot maintain adequate academic achievement if permitted to work during the school year. For the same reason, an issued permit may be revoked.**
- If approved, the registration staff gives the student a blue work permit, and the student signs it in the presence of the registration staff. **The registration office will review grades and verify that the student is attending school consistently.**
- **The student keeps the original blue work permit in a safe place and provides a copy to the employer.**