

# Work Permit Instructions

## **General Information:**

If you are between the ages of 14 – 17 and are seeking a job in Pennsylvania, you must complete form PDE-4565 (1/13) (APPLICATION FOR WORK PERMIT).

If you seek employment in New Jersey, you must obtain working papers from a high school in New Jersey.

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## **Procedures:**

1. Section (B) of the form is to be completed by parent or guardian. The minor should then take the signed form and evidence of age (original proof of birth) to the reception desk in the main office of the high school.

Only **ONE** needed }  
Original birth certificate  
Passport  
Student's driver's license or permit  
Baptismal certificate which must show date of birth

2. A blue WORK PERMIT will be issued. This card is valid for minors ages 14 through 17.

**Hours:** Monday through Friday 7:00 AM to 3:30 PM

**Summer Hours:** Monday through Thursday (closed Friday)  
7:00am-11:30am  
1:00pm-2:30pm

For more information, please call the main office at 215-944-1300

On Oct. 24, 2012, Governor Tom Corbett signed into law Act 151 of 2012 which took effect on Jan. 22, 2013 resulting in changes to Pennsylvania's existing Child Labor Law. You can access the new Child Labor Act and an Abstract of the Child Labor Act Hours Provisions on the Pennsylvania Department of Labor and Industry's website at:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553527&mode=2>

Under the new Child Labor Law, there will only be one work permit rather than two. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing office. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

Minors who currently possess a valid work permit may continue to utilize that Permit to work. Minors who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

Under the new Child Labor Law, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit.