

Working Paper Application Instructions
Please read entirely and follow the instructions

**** Make sure to send ONLY the required documents as listed below for timely processing to: WORKPERMIT@EASTONSD.ORG**

[Working Paper Application](#)

1. Complete the [Working Paper Application](#)
 - Firefox browser works best to edit and to sign. Issuing officer cannot assist with technology issues
 - If using an E.A.S.D. Ipad, you will need to install a PDF reader from self service
2. Please email the **completed** application to: workpermit@eastonsd.org

Applications must be sent in electronically. Paper copies will not be accepted. Make sure a **parent signs** the application and prints their info in the respective boxes.

- **City and state** are required for place of birth.
 - Place of residence: List a physical address in this section.
 - Certificate/permit number and date issued are to be completed by the issuing workpermit@eastonsd.org. Please leave these blank.
 - School address where student attends
 - Incomplete applications or needing corrections will be returned
3. The district Student Information System (PowerSchool) will be used to verify registered EASD and Private school students.
 - No need to send birth certificates/passports.
 4. Please also attach a photo of a **Parents Driver's License/State ID (FRONT only)** to Workpermit@eastonsd.org
*******Address on your DL must match what we have in our PowerSchool. If it does not, a change of address card purselt@eastonsd.org will need to be completed on the DMV website, link below and include***** www.dmv.pa.gov**
 5. ****PLEASE DO NOT SEND YOUR SOCIAL SECURITY CARD****
 6. If a student is from New Jersey a Birth Certificate along with Student ID (if possible) and

a Parents Driver's License/State ID will need to be emailed as an attachment to workpermit@eastonsd.org

7. Documents/information will be reviewed and completed.
 - a. Issuing officer will email if additional information is needed
 - b. Issuing officer will add the permit number and sign the application (kept for our electronic records)
 - c. Issuing officer will then complete the blue permit card needed for the employer. d. Issuing officer will **email you first** that it has been completed and where/when to meet.
 - e. An electronic record of your application and documents will be maintained

8. If your original permit has become lost or damaged please contact workpermit@eastonsd.org - a new application is not required.

Resources for hours and rules:

<https://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx>

<http://www.dli.pa.gov/Individuals/Labor-Management-Relations/lc/Documents/lc-5.pdf>

<https://www.dol.gov/agencies/whd/youthrules>