

# Work Permit Procedure

All students (minors) between the ages of 14 and 17 are required by Pennsylvania School Law to secure a work permit. Students, who have reached 18, by state law, do not need working papers. Student who are 17 and have graduated or have officially withdrawn from school are still required to have a work permit.

Work permit is only valid for employment within the State of Pennsylvania. Any student seeking employment in another state must secure a work permit from the school district in which the employer is located.

Work permits are issued in the CMAVTS Director's Office / 570-784-8040, ext. 3322.

## **The Application Process:**

- The application for Work Permit PDE-4565 (1/13) will be filled out by the issuing officer, Monday – Friday from 8:30 to 2:30 p.m. upon inspection of acceptable evidence as proof of the minor's age. Acceptable evidence of age includes birth certificate, baptismal certificate, passport, driver's permit/license.
- The application **must include the signature of the parent/guardian** before a work permit can be issued.

## **The Work Permit Process:**

- The issuing officer will complete Work Permit PDE 4566 (1/13) based on the information recorded on the Application for Work Permit.
- The issuing officer **Must Witness the Minor's Signature** on the permit.
- The minor will be instructed that they are to keep the blue permit in their possession until they turn 18. The permit is transferable to any PA employer. The permit should be photocopied by the employer and the original returned to the student.

## **Employer Responsibility:**

- Within five days of employment, the employer must provide the school district issuing the permit with the following information in writing:
  1. permit number
  2. name and age of employee
  3. number and hours per day and week student will work
  4. character of employment (title/job description)