

Work Permit Directions During COVID19 Restrictions

All documents should be submitted to Mrs. Lisa Graff at lisa.graff@ht-sd.org.

1. Parents, please download and sign the Application for Work Permit document from the state site:
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Application%20for%20Work%20Permit.pdf>
2. **Students under the age of 16** will also need to have their employer and parent complete the Parental Acknowledgement of Minor's Duties and Hours of Employment form prior to applying for a work permit. Please download and print the form here:
<https://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/Documents/LLC-75.pdf>
3. Along with the Application for Work Permit, please send a copy of **one** of the following required documents to complete the application process:
 - A birth certificate, filed according to law with a register of vital statistics or other officer charged with the duty of recording births.
 - A certified baptismal certificate or transcript of the record of baptism showing the date of birth.
 - A passport showing the age of the minor.
4. Upon receipt of the application and documentation, Mrs. Graff will schedule a Zoom meeting for the student and parent to “appear before” her, the issuing officer, in accordance with the Child Labor Act, while following social distancing guidelines.
5. Mrs. Graff will ensure that all the documents required by law have been examined, approved and filed, and all conditions and requirements for issuing a permit have been fulfilled, and then she will mail to the minor a blue, wallet-sized, paper work permit bearing a number, the date of issuance, and signature of the issuing officer.
6. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. **The student retains the original work permit.**