

## Obtaining Working Papers during COVID-19

\*Please note that the student must be at least 14 years old in order to apply and obtain working papers.

\*Typically, you would apply through school to obtain your working papers. Due to COVID-19 you will need to obtain from the Office of Career and Technical Education.

**\*\*As of now, the Office of Career and Technical Education is currently closed. Once the COVID-19 related Shelter in Place restriction is lifted they will resume issuing working papers.\*\***

You can follow the steps below in order to prepare to apply and receive working papers, once the Office of Career and Technical Education reopens:

1. First, you need to fill out the application. You can obtain an application by downloading the form at this link: [https://www.philasd.org/cte/wp-content/uploads/sites/155/2017/07/application\\_work\\_permit-1.pdf](https://www.philasd.org/cte/wp-content/uploads/sites/155/2017/07/application_work_permit-1.pdf)
2. Bring the completed application to one of the working papers offices along with proof of age (accepted documents are listed below):
  - Birth Certificate
  - Baptismal Certificate
  - Passport
  - Driver's License
  - School ID (only if date of birth is listed on it).
3. The applicant must be present for the issuance of working papers.

This document will be updated as the information changes so please be sure to check back, or you can reach out to Ms. M (School Counselor) at [cmolineaux@universalcompanies.org](mailto:cmolineaux@universalcompanies.org).

You can also obtain updates from the School District of Philadelphia's Office of Career and Technical Education by:

Website: <https://www.philasd.org/cte/about/working-papers/>

Phone Number: 215.400.4130

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

Hotline Number: 215.400.6007