

“Working Papers” FAQs

What are “Working Papers?”

In New York State, anyone under 18 (minors) must show an employment certificate before they may begin work. Many people call this “**working papers**.” The rule includes:

- High school graduates
- Minors who work for their parents
- Minors who do industrial homework

What are the types of working papers?

There are three types of working papers and are distinguished by different colors:

1. Blue- For Youth Aged 14 and 15
2. Green- For Youth Aged 16 and 17
3. Salmon (pink)- For Youth Aged 16 and 17 who are not attending school or who are leaving full time employment (sometimes students in 9-14 schools have these)

Where do I get Working Papers?

During the school year, you can get your Working Papers at any Public High School, Junior High School, or Middle School in New York City. Check with your school’s guidance office to see who will issue the papers for you.

When school is *not in session*, you can get your Working Papers at any District Office, from the District Family Advocate or the Borough Family Advocate.

What Will I Need to get my working papers?

1. The completed, signed Application for Employment Certificate. You can get the form from your school, or you can download it here: <http://www.p12.nysed.gov/ss/documents/AT17.pdf>
2. The Application requires:
 - a. Parent Signature
 - b. Evidence of age. You can use any one of the following documents, as long as your date of birth appears on the document.
 - i. Birth Certificate (with official seal)
 - ii. Certified record of baptism
 - iii. Passport (current OR expired)
 - iv. Citizenship papers
 - v. Driver’s license/Learner’s Permit
 - vi. Any other proof of age on school records which has been in existence for two years or more
 - c. Certificate of Physical Fitness: You must present a doctor’s note signed *in ink* by a health care provider, Department of Health or private physician stating that you are in good health to work
3. You must present the completed application your Evidence of Age and the Certificate of Physical Fitness when requesting your working papers.

How long does it take to get my working papers?

This depends on how long it may take to get all the pieces of the application. For some students the physician appointment may take weeks to schedule. If you are interested in working and don't have your working papers yet you should start the process as soon as possible. If your application is complete, working papers can be issued to you on the spot.

I have the blue certificate but I just turned 16 do I need to change to the green working papers?

Yes. When you turn 16 you need to update your working papers to the Green Certificate.

My employer has my working papers, is that ok?

Your employer must keep your working papers on file at the place where you work. They **MUST** return them to you when you have completed your job.

Where can I find out more information about working papers?

You can find more information about working papers here:

<https://labor.ny.gov/workerprotection/laborstandards/workprot/wphmpg.shtm>