



HOW TO APPLY FOR WORKING PAPERS

All students between the ages of 14 - 18 must possess a valid **Certificate of Employment** (working papers) to obtain legal employment. To apply for the certificate, complete the steps below:

1. Have your parent/guardian complete and sign **Part 01** of the Application for Employment Certificate, (form AT-17).
2. Have your physician complete the Physical Fitness Certificate, (form AT-16). The completed form must show the official stamp of your physician and must state that you are “**fit to work**”.
3. Return the signed AT-17 and completed AT-16 to Mr. B. Taylor or Mr. Duffey along with the items below so that your working papers can be processed.
 - **Picture Identification** — can be school ID, NYC ID, NYS ID, or driver’s license
 - **Birth Certificate** or proof of current Alien Resident status or work permit

