



Excerpts from the Pittsburgh Public School's Website on Work Permits

(NOT REQUIRED FOR APPLICATION – ONLY REQUIRED IF SELECTED TO WORK)

Under the new Child Labor Law effective January 22, 2013, neither the employer nor a physician will need to sign an application for a work permit. The new law does require that an applicant's parent or legal guardian sign an application for a work permit. In lieu of a signature by a parent or legal guardian, the applicant can sign a statement before a notary public attesting to the accuracy of facts in the application on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement must be attached to the application. This requirement does not apply if the applicant can show official proof of high school graduation.

Although not specifically addressed in the new law, minors who currently possess a valid work permit may continue to utilize that permit to work. Minors, who possess a vacation certificate and desire to work for another employer, may obtain a new work permit from the issuing officer in their school district. All minors who possess either an old or new work permit must follow the new rules regarding employment.

Under the new Child Labor Law, an issuing officer can be a district superintendent or a supervising principal of a public school district. If a public school district does not have a superintendent or supervising principal, the secretary of the board of school directors may serve this function. The above officials can authorize, in writing, another individual to issue work permits.

Under the new Child Labor Law, there will only be one work permit rather than three. The new work permit will apply to all minors age 14 through 17 and can be used for more than one employer. The permit will certify that the holder personally appeared before the issuing officer, that all papers required by law have been examined and approved, and that all requirements for issuance have been fulfilled. The work permit must be signed by the holder in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer. Students are no longer required to be accompanied by a parent or guardian. Students must bring proof of age such as a birth certificate, passport, baptismal certificate, driver's license or state id. The issuing officer cannot issue a work permit until they have examined and verified the following papers which verify age: an official document of the Commonwealth or if not an official Commonwealth document, an attested transcript of a birth certificate, a certified baptismal certificate, a passport, a certified documentary record, or the signed statement of a physician stating that after examination they believe the minor to be of proper age.

Bring [Application for Work Permit PDE-4565](#) to:

Pittsburgh Board of Education - Room 11

341 S. Bellefield Avenue

Pittsburgh, PA 15213

(All visitors must enter on the Bellefield side of the building)

(During school term) Mondays, Wednesdays, and Fridays 8:00 a.m. to 4:15 p.m.

During Summer Months - Monday through Friday 8:00 a.m. to 4:15 p.m. (applicants are advised to arrive by 3:50 p.m.)

For additional information call (412) 622-3757 or 622-3952 or go to:

<http://www.pps.k12.pa.us/Page/635>