



Working Papers Requirements:

Please bring all the highlighted documentation:

- **An application with Section 1 completed and signed by a parent**
- **A birth certificate as proof of your age**
- **An original version of a:**
 - **New York State doctor's note** (stating the student is "fit for employment")
 - **Certificate of physical fitness completed by a NY State physician (Annual Physical Exam)**
- **Schooling record:**
 - **Registered NYC public school students need their school ID**
 - **Private school and non-NYC public school students--and out of state students working in NYC--need:**
 - **To complete the Schooling Record section of the application and:**
 - **A letter from school or**
 - **A recent report card**

To request an appointment, please email: SHernandez42@schools.nyc.gov