

How to obtain Pennsylvania Working Papers at New Hope-Solebury High School

- Visit the High School Guidance Office between 7:30 a.m. and 3:00 p.m. Monday – Friday. A parent must accompany the student so that he/she can sign the Application For Employment Certificate or Transferrable Work Permit in the presence of the issuing officer.
- Proof of age must be presented (this is a state requirement). This can be in the form of an original birth certificate, baptismal papers, passport or driver's license.

Note: If you are a current New Hope-Solebury High School student, proof of your age can be obtained from your student file.

- Your prospective employer must complete section C and sign where indicated.
- Your physician must complete section D and sign where indicated after completing a physical exam.
- The student can return the completed application to the high school and will then be issued either the Vacation Employment Certificate (ages 14 and 15 - yellow) or Transferable Work Permit (ages 16 and 17 - blue).
- Students do not need working papers once they turn 18.

If you need additional information or assistance,

please call 215-862-8171.