WORK PERMITS

How Do I Apply for A Student Work Permit?

Work permits from our office will only be issued to minors **(ages 14-17)** who attend a **Pittsburgh Public School**, or minors who **reside within the Pittsburgh city limits** and attend a private or charter school. If you live outside the Pittsburgh city limits, you must apply for a work permit from the school district in which you reside.

COVID-19 Update

The Work Permit Office will continue to operate remotely via email until further notice. Please go to our website - www.pghschools.org/workpermits to download the application and email the completed application to studentservices@pghschools.org. You will then receive your work permit via email to Print and Sign.

In order to obtain a work permit, **you will need:**

- **A completed work permit application** including a parent's signature. (All <mark>highlighted</mark> fields **MUST** be completed)
- **Evidence of the child's age.** This must be a legal document, such as a photocopy of the birth certificate, passport, or baptismal certificate.

Attach the Required Documents and Email to studentservices@pghschools.org with the subject line: Work Permit Request, Student Name & School.

Students must Print and Sign on the Signature Line under their printed name to make it an Official and Legal Work Permit. Keep an electronic copy of your work permit and print additional paper copies as needed, just be sure to sign them.

How Do I Print? I Don't Have A Printer.

There are plenty of places you might find an accessible printer:
- A friend or family member
- Your place of work
- A local public library
- An office supply or print shop (e.g. Staples, Office Depot, FedEx Office, etc.)
  - **FedEx**: https://www.fedex.com/en-us/printing/printandgo.html
  - **Office Depot**: https://www.officedepot.com/cm/print-and-copy/self-service-printing
  - **Staples**: https://www.staples.com/sbd/cre/marketing/copy-and-print/printing-services/

FAQs

1. A student **can apply for a work permit** without having a **job** offer. No need to wait!

2. A student **does not** have to reapply for a new work permit **every year**.

3. This process is being done **electronically**. No need to mail in applications or travel to the Admin Building.