

How to Obtain Working Papers

Please review the checklist below from the State of Connecticut's Department of Labor as to the requirements for obtaining working papers.

- Are you at least 16 years old (15 years old for retail establishments during vacation weeks)?
- Do you have an employer's written promise of employment?
- Do you have proof of age such as a birth certificate, driver's license/permit, or passport?
- Do you have your Social Security card?
- Is the job permitted for your age according to Connecticut's laws/regulations?
- Is the industry permitted for your age according to Connecticut's laws/regulations?
- Are the time and hours of work permitted by law?

If the answers to all of the above questions are "YES", take your "promise of employment" and proof of age and bring them to the main office of the high school. (During summer vacation working papers can be obtained at the high school main office, high school guidance department or Central Office)

You ***MUST*** have working papers ***before*** you start work.

For more information please refer to the following links:

- Department of Labor Checklist for the Employment of Minors in Connecticut
<http://www.ctdol.state.ct.us/wgwkstnd/minors/wgminors.htm>
- Connecticut Labor Department Employers' Checklist for Employment of Minors
<http://www.ctdol.state.ct.us/wgwkstnd/minors/wgchklst.htm>
- Connecticut Department of Labor Time & Hour Restrictions For 16 & 17 Year - Old Minors (By Industry)
<http://www.ctdol.state.ct.us/wgwkstnd/minors/wgtime.htm>
- Connecticut Department of Labor Prohibited Occupations and Places of Employment for All Minors Under the Age of 18 Years
<http://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm>
- Other links pertaining to this subject may be found here:

<http://search.usa.gov/search?v%3Aproject=firstgov&affiliate=ct-ctdol&query=Minors>