

LONG BEACH PUBLIC SCHOOLS WORKING PAPERS

The New York State Labor Department requires working papers for students under age 18 who seek employment. Working papers are valid for two years and a new application is required when the student reaches age 16. Students must be 14 years of age, except for a child model (minor under 18) or for newspaper delivery (minor 11 to 18 years of age).

Process for Issuing Working Papers During COVID-19 School Closures

Students who attend LBHS or LBMS to obtain working papers, you must:

- Follow the link to obtain the fillable PDF application form [AT-17 Application for Employment Certificate](#)
- Part I Parent completes and signs the application (This form allows digital signatures)
- Part II will be confirmed using the schooling record
- Part III Provide certificate of physical exam from a physician conducted within prior 12 months to issuance work working papers (if the school has a record of current exam this will not be necessary)
- Documents can be scanned and emailed or take a picture and email to hs-health@lbeach.org
- Once the paperwork is received a video call will be scheduled with the minor to review the documentation. A working card will then be mailed to the minor. The minor should sign the card upon receipt.

Students who attend non-public school to obtain working papers, you must:

- Follow the link to obtain the fillable PDF application form [AT-17 Application for Employment Certificate](#)
- Part I Parent completes and signs the application (This form allows digital signatures)
- Part II Provide evidence of age (see the application for acceptable forms of ID)
- Part III Provide certificate of a physical exam from a physician conducted within prior 12 months to issuance work working papers
- Provide proof of residency within the school district
- Documents can be scanned and emailed or take a picture and email to hs-health@lbeach.org
- Once the paperwork is received a video call will be scheduled with the minor to review the documentation. A working card will then be mailed to the minor. The minor should sign the card upon receipt.