



Work Permit Information

Work permits can be obtained from any DCPS public high school.

To apply for a work permit at Woodrow Wilson High School, see Ms. Diana Morataya in the Counseling Department. She is available to issue work permits between 9 am and 3 pm. To set up an appointment with her, email her at diana.morataya@dc.gov or call her at [\(202\) 282-0120, ext. 2](tel:(202)282-0120).

Woodrow Wilson High School

3950 Chesapeake Street NW

Washington, DC 20016

Via Metro: Red Line to Tenleytown Metro

Via bus: 31 or 33 bus north towards Friendship Heights

Students must bring:

1. The application form with Part B signed by their parent/guardian and Part C completed by the employer.
2. Their original [Social Security](#) card.
3. A copy of their birth [certificate](#).
4. A letter of intent to hire from the employer indicating the nature of the employer's occupation, and the number of hours per day and the days per week that the minor will work.
5. Students ages 14-15 need a letter of consent from their parent/guardian.

Other DCPS High Schools Issuing Work Permits

School Without Walls

2130 G Street NW

[202.645.9690](tel:202.645.9690)

Duke Ellington School for the Arts

3500 R Street NW

[202.282.0123](tel:202.282.0123)

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS
OFFICE OF YOUTH ENGAGEMENT**

**Official Work Permit and Child Labor Application
NOT OFFICIAL UNLESS SCHOOL STAMP or SEAL AFFIXED**

Date of Application _____

Work Permit Number _____

Date Issued _____

A. To be completed by issuing officer			School: _____		
Name and Address of Minor (Please Print) _____ _____ _____	Date of Birth			Signature of Issuing Officer _____ Date _____	
	Month	Day	Year	A copy of (3) Required Documents received from applicant:	
				_____ Birth Certificate _____ Social Security Card	
	Sex (M/F) _____			_____ Intent to employ on letterhead from perspective employer	
B. To be completed by parent, guardian or legal custodian					
I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below: (Please select only one)					
_____ Regular Work Permit		_____ Vacation Work Permit		_____ Theatrical Work Permit	
Please print address below: _____					
Telephone Number: _____					
Signature of Parent, Guardian, or Legal Custodian: _____			Date: _____		
C. To be completed by prospective employer: Please attach a letter of intent to employ on company letterhead.					
The undersigned expects to employ the minor as _____ in the industry of _____					
(type of work) (type of industry)					
The minor will work during such times and in accordance with the maximum hours permissible by law as established by the U.S. Department of Labor - Child Labor Regulations.					
Hours of Employment for minors Ages 14 & 15: Minors may not work before 7 AM or after 7 PM, EXCEPT June 1 st through Labor Day when they may work until 9 PM.			Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:		
Hours of Employment for minors Ages 16 & 17: Minors may not work before the hour of 6 AM or after 10 PM at any time (including weekends). Minors under 18 years of age may NOT work more than 8 hours in any one day or more than 6 days in a week, for a total of 48 hours in a week. Minors under 18 should not work during school hours if enrolled.			Sun	Mon	Tue
			Wed	Thur	Fri
			Sat		
			__ hrs	__ hrs	__ hrs
			__ hrs	__ hrs	__ hrs
			Maximum hours: per day ___ per week ___		
PROHIBITED EMPLOYMENT: Minors 14 and 15 years of age may NOT be employed (1) in the operation of any power machinery or the oiling, wiping, or cleaning of machinery (other than standard office machinery) or (2) on any construction site including office work performed on the actual construction site. Minors under the age of 18 may NOT be employed (1) working in any quarry, tunnel or excavation, (2) operating any freight, or non-automatic elevator, or (3) in any establishment that serves alcoholic beverages.			Name, address and telephone number of employer: _____ _____ _____ Zip _____		
			Signature of Manager: _____		
D. Theatrical Permit Applicants: This section is to be completed by examining physician. If the minor is under 16 years of age, please attach to this application the completed Certificate of Physical Fitness signed by the examining physician along with the Application for Theatrical Work Permit.					
I hereby certify that the minor listed on this form has been thoroughly examined and:					
_____ is physically qualified for the employment specified in the statement of the prospective employer.					
_____ is physically qualified for the period of _____, after which time a new examination is required.					
_____ is physically qualified with the following limitations: _____					
Signature of Examiner: _____			Date: _____		
Address of Examiner: _____					