

Student Working Papers

New York state law requires minors to obtain an employment certificate before they can begin working.

A student may obtain working papers by going in person to the health office
OR the City School District of Albany Pupil Personnel Services, located in the Harriet Gibbons Students Services Center at 75 Watervliet Ave. Albany, NY

The State Education Department requires that the following information be provided:

- [Employment certificate application signed by parent or guardian](#)
- (PART I only - Click the highlighted text to download)
- Proof of date of birth (birth certificate or state ID card). This is required only at Pupil Personnel Services, not in school
- Proof of medical physical within a year of the date of applying

Please contact the School Nurse if you have any questions.