

WorkReady Interns Must have: Working Permit, Photo ID, Social Security Card

Obtaining a Working Permit: Required for any youth between ages of 14-17

Working Papers Office - The School District of Philadelphia Education Center

440 North Broad Street. 215-400-6007

Only open Wednesdays and Saturdays

Wednesdays: 3:00pm- 5:00pm OR Saturdays: 8:30am-12:30pm

Step 1: Get an Application

- From Working Papers Office - The School District of Philadelphia Education Center
- From your School Guidance Office
- Print from this link:
http://webgui.phila.k12.pa.us/uploads/K4/Yi/K4Yi3T74YMMuNU8rQ14Kww/application_work_permit.pdf

Step 2: Fill Out Application - INCLUDING Parent/ Guardian signature

Step 3: Bring the completed application AND proof of age to Working Papers office

- Acceptable Proof of Age documents include birth certificate, baptismal certificate, passport, State ID/ License, or school ID (MUST HAVE DATE OF BIRTH)
- Parent/ guardian does not have to be present, BUT applicant must be present

Obtaining a State ID:

Step 1: Gather the following documents

- Application (will also be provided onsite)
- Social Security Card
- Check or Money Order (cash/credit cards not accepted) **Fee:** \$29.50
- Proof of Identification (Birth Certificate, Passport)

Step 2: Visit a PennDOT Photo & Exam Center

- Best Locations: Arch Street, Whitman Plaza, Island Avenue, West Oak Lane
- You can also use this link to find an alternative Photo & Exam Center:
<https://www.dot3.state.pa.us/locator/AmsServlet.jsp#top?2017032915130332=2017032915130332>
- If person is under 18 years old a parent or guardian must be present.
- Applicants 18 years old further Proof must be provided- see Identification and Residency Requirements for US Citizens document (Mainly 2 proofs of residency)

Obtaining a Social Security Card:

Step 1: Gather the Following Documents - All documents must be originals.

- Passport/ School ID/ or State ID
- Birth Certificate

Step 2: Visit Social Security Administration Office

- 2 Penn Center STE 2000B, 1500 JFK BLVD, Phila, PA 19102
- Monday-Friday 9AM-4PM
- Takes at least 7-10 days to be sent out, no fee for replacement Social Security Card

**If you need any assistance obtaining these documents contact Hanna,
Hanna@atticyouthcenter.org or (215) 545-4331 x 119.**