

# Instructions for obtaining working papers

Ages 14-15 (**Blue Card**)

Ages 16-17 (**Green Card**)

1. Please take or print one of each form.
  - a) **Form AT-16 (Physical Fitness Certification)** - Complete the upper portion (top 2 lines). Part A can be signed by either the school nurse, or a family doctor, confirming a current physical within the last year.
  - b) **Form AT-17 (Application for Employment Certificate)**– Complete ONLY Part 1 for Parental Consent, which includes a Parent/Guardian signature. Please leave the rest of the form blank.
2. Once complete, staple these 2 forms together and bring them to Mrs. Lembo or Mr. Federbush in the HS Guidance Office. If your physical was confirmed by the nurse or your doctor, **we can grant the working papers right away.** Otherwise you'll have to submit an updated physical before they can sign off on it.

## Additional Notes:

Once you reach age 16, you will have to apply for a **green** working paper card, even if you already obtained a **blue** card prior to this.

When you leave your job, please ask your employer for the working papers back. This way we can avoid the process of writing a duplicate. Though if a duplicate is needed, please see the guidance office.