

## Process for Issuing Working Papers During COVID-19 School Closures

Parents/guardians and minors complete the appropriate application form and email it to: Michele Ortiz: [mortiz@levittownschools.com](mailto:mortiz@levittownschools.com)

Fillable PDF versions of the [AT-17 Application for Employment Certificate](http://www.p12.nysed.gov/sss/documents/AT17-0320Fillable.pdf) <http://www.p12.nysed.gov/sss/documents/AT17-0320Fillable.pdf> and [AT-22 Application for Employment Permit](http://www.p12.nysed.gov/sss/documents/AT22-0320Fillable.pdf) <http://www.p12.nysed.gov/sss/documents/AT22-0320Fillable.pdf> are now available on NYSED's Employment of Minors website. <http://www.p12.nysed.gov/sss/pps/workingpapers/> These forms allow digital signatures.

The Certifying Officer (Michele Ortiz) will schedule a video call with the minor, and if required, the parent or guardian. During this video call, the minor presents required documentation such as birth certificate, baptismal certificate with birthdate, passport and physical form dated within the last year.