

## **Work permit issued by email instructions**

**We are now able to offer work permits via email. Please follow the instructions below to facilitate the issuance of the work permit.**

**Please use the following emails to send the required information listed below to receive your work permit:**

**[llopes@newbedfordschools.org](mailto:llopes@newbedfordschools.org)**

**or**

**[cosorio@newbedfordschools.org](mailto:cosorio@newbedfordschools.org)**

**Please send the following documentation/information:**

**Work permit application 2 pages – completed and signed**

**Picture of birth certificate**

**Picture of photo ID**

**Address**

**School attending and grade**

**If not enrolled in a school you must submit a discharge letter from the last school you attended on the school letterhead detailing the date you withdrew and the grade you were in at the time of withdrawal**

**Did you attend kindergarten? Yes or No**

**Did you attend preschool? Yes or No**

**Hair color?**

**Eye color?**