

Work Permit Instructions

We are issuing permits in person Monday-Friday 8 AM – 3:45 PM,
excluding holidays. Address: 455 County Street, New Bedford, MA 02740

We are also issuing permits through email, please use the following email to send the below required information to receive your work permit.

cosorio@newbedfordschools.org

OR

ammoura@newbedfordschools.org

The following information is required to obtain a work permit:

Please check off the circles to insure you have all the information needed to obtain your work permit.

- ☐ **Work Permit Application 2 pages – completed and signed by the employer, parent, and minor (if the student is under 16, the application must be signed by the Physician as well)**
- ☐ **Birth certificate**
- ☐ **Photo ID**
- ☐ **Current Address _____**
- ☐ **Students current school 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? _____**