



## Working Papers Application Checklist

### Student must complete and/or provide:

- ☞ Part 1 of application
- ☞ Part 1 signed by parent/guardian
- ☞ Physical Fitness Certification form signed by school nurse
- ☞ Copy of birth certificate or baptismal record as proof of age
- ☞ Copy of social security card as proof of social security number
  - If a student does not have a social security number, the student should go to One Lincoln Center (110 West Fayette Street) in Downtown Syracuse to apply for one.
- ☞ Bring all of these required elements to the Academic Counseling Office and allow for 1-2 days for processing. Student should then return to the Academic Counseling Office to pick up and sign their Employment Certificate.

Please note that Bishop Grimes will not be able to provide Working Papers throughout the months of July and August. If a student is in need of working papers during these summer months, the student should contact his/her public school district of residence.

**If there are any questions, please call Mrs. Kippen, Bishop Grimes Attendance Office and Academic Counseling Assistant, at 315-463-8133 or e-mail [bgattendance@syrdiocese.org](mailto:bgattendance@syrdiocese.org).**