

WORK PERMIT OFFICE

Student, Family & Community Support Dept.
727 Golden Gate Avenue, Bungalow 1
San Francisco, CA 94102
(415) 241-3030, Option 3

Hours of Operation:

Monday through Friday
8:00 am to 5:00 pm

**TO GET A WORK PERMIT,
YOU MUST HAVE
ALL FOUR OF THESE:**

1. **COMPLETED APPLICATION**
with parent/guardian's signature at the bottom, employer signature in the employer section completed.
2. **SOCIAL SECURITY CARD**
(photocopy acceptable), OR verification letter from Social Security Administration Office
3. **PROOF OF AGE**
birth certificate, passport, OR California ID or Driver License
4. **PROOF OF SCHOOL ATTENDANCE**
current report card, OR dated and signed verification letter with current grades on official school stationery from the school administrator.

INCOMPLETE FORMS WILL NOT BE PROCESSED!

- For **Individual applications**, please allow 2-3 days to process
- For **Large Group/Organization applications**, allow 2 weeks processing time

Work Permit Office

Student, Family & Community Support Dept.
727 Golden Gate Avenue, Bungalow 1
San Francisco, CA 94102
(415) 241-3030, Option 3

Hours of Operation:

Monday through Friday
8:00 am to 5:00 pm

INSTRUCTIONS TO STUDENTS APPLYING FOR A WORK PERMIT

1. The following students do **NOT** need work permits:
 - A. Those who have **graduated from high school**, regardless of age
 - B. Those who have passed the California High School Proficiency Examination
 - C. Those who are 18 years of age or older

2. The **BI-1** form is only the “Statement of Intent to Employ Minor and Request for Work Permit” (henceforth known as the application). In completing the application, note the following:
 - A. Parent/Guardian must sign and date the section titled “For Parent or Guardian to Complete” at the bottom half of the application.
 - B. Student must fill in the portion of the application titled “For Minor to Complete”:
 - C. Employer must complete the middle part of the application. The employer must sign the application, which indicates the employer has “Workers’ Compensation” insurance, list the hours of work for the student, and indicate the wage.

3. The following documents need to accompany your application (photocopies are acceptable):
 - A. Social security card or verification letter from the Social Security Administration Office.
 - B. Proof of age (birth certificate, passport, alien registration card, or California Identification Card/Driver’s License)
 - C. Report card for the current school year, OR a dated and signed verification letter with current grades on official school stationery from the school administrator.

4. You can submit the application in person or by mail to the address above. Student submitting application by mail must enclose copies of the required documents from item #3 above. Requests submitted without the required documentation in item #3 will not be processed and will be returned to the applicant.

5. If applying in person, a work permit may be issued on the same day or dropped off to be picked up within 2-3 working days during hours of operation. If applying through the mail, the work permit will be mailed to the home address of the student.

For further information, telephone the Work Permit Office at (415) 241-3030, option 3.

WORK PERMIT OFFICE

(at the John Swett Campus, where Civic Center Secondary School is located)
727 Golden Gate Avenue, Bungalow 1
San Francisco, CA 94102
(415) 241-3030, Option 3

Bungalow 1 is located to the right of the main building at 727 Golden Gate (when facing the building from the sidewalk). Two hours restricted and metered parking are available in the neighborhood. Please be sure to check the posted street parking signs for possible tow-away zones during the morning or afternoon rush hours.

