



Jersey City Public Schools



How to Obtain a New York City Work Permit

Any person under the age of 18 who lives in New Jersey but works in New York City must get an Employment Certificate issued by the New York City Department of Education. NYC Work Permits offices are located in each of the 5 boroughs.

You will need the following documents to get your Employment Certificate:

- ❑ Birth Certificate or one of the following substitutions:
 - Passport
 - State issued identification card such as Driver's or Non-Driver's License
 - Immigration and Naturalization Card (Green Card)
- ❑ Social Security Card
- ❑ Doctor's Note
 - Must be the original document
 - Must be on Doctor's Letterhead
 - Must say that you are physically fit and able to work
- ❑ A letter from your school stating that you are on register and attending. A current school ID card as well as a current report card is acceptable in lieu of a letter.
- ❑ If your parent has signed the consent line in Part I of the application, he/she does not have to go with you to register.

Borough	Telephone	Contact	Street	City	State	Zip
Bronx ISC	718 741-2805	Sylvia Watlington	One Fordham Plaza	Bronx	NY	10458
Queens ISC	718 391-6297	Vincent Dioguardi	28-11 Queens Plaza North	LIC	NY	11101
Brooklyn ISC	718 935-5885 718 935-5953	Donald Russ	131 Livingston Street	Brooklyn	NY	11201
Staten Island ISC	718 420-5634	Lori Marino	715 Ocean Terrace – Bldg. A	Staten Island	NY	10301
Manhattan ISC	917 339-1763	Glynda Green	333 Seventh Ave.	New York	NY	10001

The New York City Department of Education is located at 52 Chambers Street, on the corner of Chambers Street and Center Street. The office is open Tuesdays, Wednesdays and Thursdays between the hours of 10AM and 4PM.

If you require any further assistance please call:

**Ms. Lydia Freeman
Office of Attendance
(212) 374-6095**