



WORKING CHILD PERMIT (WCP) CHECKLIST

FIRST APPLICATION

- Notarized WCP Application Form
- Birth Certificate or Certificate of Late Registration of Birth
- Notarized Employment Contract
- Updated Medical Certificate (1 month)
- Proof of Schooling (any of the following)
 - Certificate of Enrollment
 - Current school I.D.
 - Report card
- 2 passport size photographs
- SEC/DTI/Mayor's Permit
- Valid I.D. of parent/guardian
- Application Fee of * P100.00 only

SUCCEEDING APPLICATION

- Original WCP card
- Notarized Application Form
- Notarized Employment Contract
- Updated Medical Certificate (1 month)
- Proof of schooling (any of the following)
 - Certificate of Enrollment
 - Current school I.D.
 - Report card
- 2 passport size photographs
- Application Fee of * P100.00 only

NOTE:

1. Only applications with complete requirements and without any documents for verification are Under Continuous Service Improvement (CSI) or can be processed and released within one (1) day.
2. Applications received on or before 10:00 am shall be processed and released on or before 5:00 p.m. of the same working day.
3. Applications with complete documents received after 10:00 a.m. shall be released on or before 5:00 pm of the following day.
4. If you do not receive your WCP after one (1) week, please call the concerned DOLE-NCR Field Office
5. Applications shall be filed in the respective field office that has jurisdiction in your area.