



**Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT**

**WORKING CHILD PERMIT  
CHECKLIST OF REQUIREMENTS**

**FIRST APPLICATION**

- Notarized and duly accomplished WCP Application Form
- Proof of schooling (any of the following)
  - Certificate of Enrollment
  - Current School ID
  - Certified True Copy of Current Report Card
- If the child is not enrolled, Notarized Affidavit that the child shall be enrolled in the next school year (if applicable)
- Authenticated copy of the child's Birth Certificate or Certificate of Late Registration of Birth issued by the Philippine Statistics Authority or city/municipal registrar
- Medical Certificate issued by a licensed physician showing the physician's full name, signature and license number (valid within 1 month from date of issuance up to time of application for WCP)
- Two (2) passport size photographs of the child
- Any valid government issued ID of parent/guardian
- When the employer is the parent, guardian, or a family member other than the parent of the child
  - For legal guardian – Authenticated proof of legal guardianship
  - For family member – Proof of relationship to the child
- When the employer is in public entertainment or information
  - Certified true copy of the employer's business permit or Mayor's Permit
  - Notarized Employment Contract between the employer and the child's parents or guardian
- Application fee (P100.00)

**SUCCEEDING APPLICATIONS**

- Notarized and duly accomplished WCP Application Form
- Previously issued WCP Card
- Proof of schooling (any of the following)
  - Certificate of Enrollment
  - Current School ID
  - Certified True Copy of Current Report Card
- Medical Certificate issued by a licensed physician, showing the physician's full name, signature and license number (valid within 1 month from date of issuance up to time of application for WCP)
- Two (2) passport size photographs of the child
- Any valid government issued ID of parent/guardian
- Savings Account Certificate or Time Deposit Account Certificate under an in-trust-for set-up issued by a bank under the child's name in lieu of Trust Fund Certificate (if applicable)
- When the employer is the parent, guardian, or a family member other than the parent of the child
  - For legal guardian – Authenticated proof of legal guardianship
  - For family member – Proof of relationship to the child
- When the employer is in public entertainment or information
  - Certified true copy of the employer's business permit or Mayor's Permit
  - Notarized Employment Contract between the employer and the child's parents or guardian
- Application fee (P100.00)