Department of Education
Carmen Fariña, Chancellor

Non-Public Schools Unit
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Non-Public Schools: Request for Employment Certificates

This form is to be completed by non-public schools that require employment certificates (working papers). Please complete the form below, attach a check made payable to Vanguard Direct, and mail to:

Vanguard Direct
519 8th Avenue, 23rd Floor
New York, New York 10018
Attn: Laura Mrotzek

DOE Location Code: _____ Date: _____

School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Request prepared by: _____

Phone Number: _____

Name of Principal or Authorized Official: _____

Signature of Principal or Authorized Official: _____

DOE Item #	Title	Unit of Issue	Price	Qty.	Total
25276045X	AT-20 Full Time Employment Cert.	Pkg/25	$1.22		$
252760468	AT-19 Stud. General Employment Cert.	Pkg/200	$8.27		$
252760476	AT-18 Stud. Non-Factory Employment Cert.	Pkg/200	$8.27		$
252760522	AT-17 Application for Employment Cert.	100/pad x 5 Pads = 500	$11.22		$
				Total	$

Please be sure to enclose payment with your order.

Revised 06/05/2014