



WORK PERMITS

Work can be obtained in the main office from 7:00 to 3:00 daily.

To obtain a work permit the State of Wisconsin requires:

1. A letter of intent to hire from your employer
2. A note from your parent/guardian giving permission to work at the employer –OR- a signature of parent/guardian on the employers letter of intent to hire
3. Original birth certificate, driver's license, passport, or baptismal certificate verifying your date of birth
4. Original Social Security card
5. \$10.00 processing fee

Please complete the other side of this document.

WISCONSIN CHILD LABOR PERMIT REQUEST

(Information needed to obtain a work permit)

Minor's Name: _____ Age: _____

Street Address: _____

City, State ZIP: _____

Phone #: _____ Email: _____

Parent(s) own company? Yes/No Court ordered restitution work? Yes/No



Employer:

I/We wish to hire the above named minor:

Name of Business: _____

Business Street Address: _____

City, State ZIP: _____

Type of work minor will be doing (Specific duties):

Employer's Signature: _____ Date: _____



Parent/Guardian:

I give my permission for my child to work at the above business.

Name: _____ Relationship: _____

Signature: _____ Date: _____

****MINOR EMPLOYEE MUST BE PRESENT WHEN OBTAINING THE PERMIT; MUST SIGN PERMIT.**