

WORK PERMIT REQUIREMENTS

ALL WORK PERMIT APPLICANTS MUST READ THIS NOTICE FIRST.

YOU NEED THESE ITEMS AND CANNOT BE ISSUED

A WORK PERMIT WITHOUT THEM

Department of Industry, Labor
And Human Relations Equal
Rights Division
P.O. Box 8928
Madison, WI 53708

REQUIREMENTS FOR CHILD LABOR AND STREET TRADES PERMITS

- 1. Proof of age- BIRTH CERTIFICATE**, Baptismal Record, Wisconsin driver's license or Wisconsin Issued State Identification Card or Passport. Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptismal took place.
- 2. LETTER FROM THE EMPLOYER** stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working. Letter must have the employer's name, address and phone number on it.
- 3. LETTER FROM MINOR'S PARENT**, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
- 4. The minor's SOCIAL SECURITY CARD**. If you cannot find your card, you can go to the Social Security Administration Office (located in Janesville, WI) to apply for a replacement. Please provide us with the receipt along with some other documentation that includes the minor's SSN (such as an insurance form, tax form, etc.)
- 5. Statutory permit fee is \$10.00, effective 7/1/09**. The employer is required to pay the permit fee. If the minor advances the fee, the employer must reimburse the minor no later than the minor's first check. Equal Rights Division, Labor Standards Bureau.
- 6. SCHOOL ADDRESS** minor attends or school district.

Your work permit will be revoked if you do not attend school on a regular basis, if you are working in a prohibited employment, or if you are employed while you are underage for that employment.