
Work Permit Request

To Permit Office

We desire a permit to employ:

Name: _____

Address: _____

City: _____, State: _____ Zip: _____

Nature of employer's business: _____

Type of work minor will be doing: _____

We agree to employ this minor according to the rules set down by the Wisconsin Department of Workforce Development.

Name of Company:

Address: _____

City: _____, State: _____ Zip: _____

Telephone Number: _____

Employer's Signature: _____

PARENT/GUARDIAN CONSENT:

I hereby agree to the above employment of my son/daughter at the employer listed above.

Parent or Guardian Signature

Date

Are You Planning On Going To Work?

Equal Rights Publication ERD-27-P

If You Are Under 18 Years Of Age You Will Need A Work Permit.

To Obtain A Work Permit You Must Have:

1. Proof of age - Birth Certificate, Baptismal Record, Driver's License, or State issued Identification Card. 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 baptism 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.
3. Letter from the 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.
5. Statutory permit fee is \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first paycheck.
6. Address of school that the minor attends or the name of the school district.

You may apply for a work permit at your school office or call (608) 266-6860 for information on where in your area you may apply for a work permit.

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.

See the [Employment of Minors Guide](#) for more information on working before you are 18 years of age.

Updated by the [Equal Rights Division](#)
For additional information contact the Division at [ER Information](#).