



## WORK PERMIT REQUIREMENTS

In order for the Fox Cities Chamber of Commerce staff to issue a work permit, the following **must be** presented. These rules are established by the Equal Rights division of the Wisconsin Department of Workforce Development. Please bring the proper documents as listed below and we will be happy to issue you a permit.

- ✓ Certified copy of **birth record**. One of the following:
  - Original Birth Certificate
  - Wisconsin driver's license or Wisconsin State ID
  - Baptismal Certificate
  - Passport
  - Certificate of Arrival in US issued by US Immigration officers
  - Life Insurance Policy (at least one year old and is supported by the age indicated in school record)
  - School records (preferably from the first school attended, with parent's, guardian's, or custodian's statement of age, and physician's statement of physical age.
  
- ✓ **Letter from your employer** written on letterhead or other business paper stating the intent to employ you along with job duties, hours of work, and time of the day you will be working, and signed by the employer.
  
- ✓ **Letter from your parents**, guardian, or court-ordered foster parent consenting to your employment. Parents may co-sign the employer's letter.
  
- ✓ **Your social security card**. If you do not have your social security card you will need verification from the Social Security Department that you have applied for a replacement card. The Social Security office is located at 607 W. Northland Avenue, Appleton, 1-877-694-5495.
  
- ✓ **\$10.00 fee** - Checks should be made payable to the **Fox Cities Chamber Foundation**. (The employer is required to reimburse you.)
  
- ✓ The minor or the parent may obtain a work permit.

Work permits are available from the Chamber of Commerce Receptionist during normal business hours of Monday - Friday, 8:30 a.m. to 5:00 p.m.

# WORK PERMIT INFORMATION

**Fox Cities Chamber of Commerce ♦ 125 N. Superior Street ♦ (920) 734-7101**  
(Corner of Washington & Superior Streets, across from the Post-Crescent)

Dear Employer,

Please use the bottom portion of this form to assist your employees in securing a work permit. Please be aware of the following:

## **WHO NEEDS A PERMIT?**

Every employer who hires a youth between 12 and 16 years of age or who permits the minor to work at a gainful occupation must insure that the youth has a valid permit.

## **WHAT IS THE COST?**

\$10.00 each (to be paid by the employer)

## **WHERE CAN YOU GET A WORK PERMIT?**

Fox Cities Chamber of Commerce; Appleton School District/Unity Program (on Lynndale Drive) Appleton Central, East, North or West High Schools; Fox Valley Lutheran High School; Hortonville High School; Lawrence University; Appleton Parks & Recreation; Kaukauna, Kimberly, Little Chute and Neenah High Schools;; and Neenah Parks & Recreation.

## **REQUIREMENTS FOR PERMIT**

- ✓ Certified copy of **birth record**. One of the following: Original Birth Certificate, Wisconsin driver's license or Wisconsin State ID, Baptismal Certificate, Passport, Certificate of Arrival, Life Insurance Policy, or Student School Record.
- ✓ **Letter from your employer** stating the intent to employ the minor along with job duties, hours of work, and time of day the minor will be working (complete form below)
- ✓ **Letter from your parents**, guardian, or court-ordered foster parent consenting to your employment. Parents may co-sign the employer's letter.
- ✓ **Minor's social security card**. A replacement card is available from the Social Security Office at 607 W. Northland Avenue, Appleton, 1-877-694-5495. Minor must provide proof that a replacement card has been ordered and is on the way. Documentation should also be provided that includes the minor's social security number.
- ✓ The permit can be issued to the minor or parent.

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## **REQUEST FOR WORK PERMIT**

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Begins on \_\_\_\_\_

Hours of Work / Time of Day \_\_\_\_\_

Employer's Signature \_\_\_\_\_

I give my permission for \_\_\_\_\_  
(name of minor)

to work in the above job.

\_\_\_\_\_  
(signature of parent)