

WORK PERMIT REQUIREMENTS

A work permit is required **before anyone under the age of 16** is allowed to work in any job with the exception of agriculture or domestic service work. Employers must have a work permit on file for the minor being employed before they may allow the minor to begin work.

In order 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 original social security card, you will need verification from the Social Security Department that you have applied for a replacement card as well as documentation that includes the minor's social security number. 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 must be present to obtain a work permit.

WHERE TO GET A WORK PERMIT

Work permits are available from the Fox Cities Chamber of Commerce Receptionist during normal business hours of Monday – Thursday, 8:00 a.m. to 5:00 p.m. and on Friday's 8:00 a.m. to 3:00 p.m.

To find other work permit offices near you, visit the Department of Workforce Development website:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/offices.htm>