

Work Permits

A work permit is **REQUIRED** before anyone under the age of 18 is allowed to work in any job with the exception of agriculture or domestic service. **Wisconsin employers hiring or permitting minors' ages 12-17 years to work must possess a valid work permit for each minor before work may be performed.** The work permit establishes a minor's proof of age and insures that the employer, parent/guardian, and minor are aware of the state child labor laws and regulations.

Work permits may be obtained from one of the state child labor permit officers, most of whom are located in school offices or call 608/266-6860 for information on where in your area you may apply for a work permit.

The permit officer will refuse to issue a permit/street trades permit if the minor seems physically unable to do the work or if such refusal would seem to be in the best interest of the minor. A permit officer can not issue a work permit for employment prohibited by the state child labor regulations.

The following information must be provided to the permit officer before a work permit/street trades can be issued:

- Proof of age (Birth certificate, baptismal certificate, Wisconsin ID card or driver's license)
- Employer's written intent to hire, including job duties to be performed, and the hours and time of day
- Parent/guardian written consent
- Social security card
- Payment of \$5.00 permit fee (Employer must reimburse for this cost no later than the minor's first paycheck)

Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.

Departments should complete a Travel Expense Report to reimburse the student the \$5.00 permit fee. Go to:

<http://www.uww.edu/adminaffairs/finance/Forms/travelexpense.xlsx>

For more information, visit the Department of Workforce Development's website at:

http://www.dwd.state.wi.us/er/labor_standards_bureau