

Work Permit Policy

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. In order to obtain a work permit, <u>either the minor alone or the minor and a</u> <u>parent visit the permit officer</u> and the following items <u>must</u> be presented to staff, or a work permit will not be issued.

- 1. <u>Employer's Letter of Intent to Hire</u>: You must be hired first before a permit is filed. The employer supplies the letter. If you were hired and didn't receive a letter, we have a blank letter that the employer can use.
- 2. <u>Parent or Guardian's Written Consent</u>: The parent or guardian must approve of the minor obtaining the work permit by signing off on the employer letter.
- 3. <u>Social Security Card</u>: We must see the <u>actual</u> card. No other alternative documentation is acceptable.
- 4. <u>**Proof of Age**</u>: Requirement is satisfied by providing any one of the following documents:
 - a. State Certified Copy of Birth Certificate
 - b. WI Photo ID Card
 - c. Baptismal Record
 - d. Hospital Record of Birth
 - e. Passport
- 5. <u>Fee</u>: \$10 payable in cash or check. The fee, by law, is reimbursed to the minor by the employer by their first paycheck.

LETTER of INTENT TO HIRE



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For obtaining a work permit the MINOR must bring with him/her:

→ SOCIAL SECURITY CARD – photocopies are unacceptable. If no card, letter from Social Security Office must be obtained.

→ Employer's Letter of Intent To Hire (includes job duties to be performed & hours and time of day to be worked.)

Proof of age (Birth certificate, hospital record, baptismal certificate, passport, Wisconsin ID card or driver's license.)
 Parent/guardian written consent. (See bottom of page.)

→*\$10.00 permit fee *NOTE: The \$10.00 fee is reimbursed to the minor by the employer by the first paycheck.

Places that issue work permits: County Clerk's Office-Courthouse, Job Center, Mishicot High School, Reedsville High School, Two Rivers High School, Valders High School.

COMPLETED BY EMPLOYER:	MPLETED BY EMPLOYER:		DATE:		
Employer's Business Name:					
Nature of Employer's Business	·				
	Contact Infor	mation for E	mployer		
Name:					
Address:					
Telephone Number:					
week between the hours of	s is to certify that I wish to employ the minor whose name appears on this application for ek between the hours of and performing the following duties:				·
Please Indicate type of work minor will be	doing:				
SIGNATURE OF EMPLOYER:					
MINOR INFORMATION:					
Name of Minor:		· · · · · · · · · · · · · · · · · · ·			
Address of Minor:					
	Number		City	State	Zip
Date of Birth:					
COMPLETED BY PARENT:					
This is to certify that	Name of Minor				
Has my permission to work at _					
Has my permission to work at _	Place	e of Employment			
Has my permission to work at _ Do parent(s) own the business'	Place	e of Employment			
	Place	e of Employment			
Do parent(s) own the business	Place ? Yes d as court-ordere	o of Employment No od restitution?	Yes	No	