

WORK PERMITS

Minors under the age of 16, who are offered employment in the State of WI, must obtain a work permit before being allowed to work. Either the minor alone, or the minor and parent/guardian must visit the work permit officer.

THE FOLLOWING ITEMS ARE REQUIRED, AND MUST BE PROVIDED IN PERSON BEFORE A WORK PERMIT CAN BE ISSUED TO THE MINOR

1. One of the following original documents must be used as evidence of minor's age:
 - Birth Certificate
 - Baptismal Certificate
 - Wisconsin State ID
 - WI Instruction Permit

Do Not Accept: Draft Cards, Library Cards, Out-of-State ID/Driver's Licenses, or School Photo IDs.

2. The minor's original Social Security card for proof of SSN.

If the minor's SS card is lost, then the SSN must be verified by a Social Security representative. To do that, the minor and/or the minor's parents or guardian must go to the Social Security Office and apply for a replacement. Please bring the verification letter from the S.S. Office with you; **Addition** to the verification letter, the minor will also, need to provide legal documentation supporting the minor's SSN (such as a Tax Form, Insurance Form). Otherwise the minor will need to wait until the replacement card arrives to begin to work.

3. Intent to Hire Letter from the employer.

The Intent to Hiring Letter must be on company letterhead, containing the employer's name, full address, telephone number, and signature, along with a statement of the intent to employ the minor, the job title, and approximate number of hours of work per week.

4. Parent or Guardian written consent for the minor to accept the employment being offered by the employer.

5. \$10.00 Exact Cash only (**Checks/Credit Cards/Debit Cards are NOT ACCEPTED**).

The employer shall reimburse the minor for the permit fee no later than the first paycheck issued to the minor.

WORK PERMITS FOR YOUTH ARE AVAILABLE AT:



Racine County Workforce Solutions
1717 Taylor Avenue
Racine, WI 53403
North Entrance-1st floor
262-638-6312
M, W & F 3pm - 4:30pm

Burlington High School
400 McCanna Parkway
Burlington, WI 53105
262-763-0200
School Year Hours: M-F 7:00am to 3:45pm
Summer Hours: M-TH 7:00am to 3:00

For further information about the State Employment of Minor's Laws, call the Equal Rights Division in Milwaukee 1-414-227-4384 or Madison 1-608-266-6860

Work permits are issued at various locations throughout the state. You can call or go online for more information on where in your area you may apply for a work permit.

Call: 1-608-266-6860

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



It is our intent to Employ _____

Employee's Address _____

Phone _____

In the position of _____

Approximate weekly work hours _____

Employer's Name _____

Employer's Address _____

Phone _____ Email _____

H.R. or Hiring Manager Signature _____

Date _____

Parent or Guardian Signature _____

Date _____

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IN PERSON BEFORE A WORK PERMIT CAN BE ISSUED TO THE MINOR**

1. This form (Intent to Hire Letter)
2. One of the following original documents may be used as evidence of minor's age:
 - Birth Certificate ▪ Baptismal Certificate ▪ WI State ID ▪ WI Instruction Permit
 Do Not Accept: Draft Cards, Library Cards, Out-of-State ID/Driver's Licenses, or School Photo IDs.
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SE Wisconsin Workforce Development Board/Racine County Workforce Solutions is an equal opportunity Employer/program. If you need this information or printed material in an alternate format, or different language, please contact us at (262) 638-6312. Deaf, hard or speech impaired callers can reach us through the Wisconsin Relay Service 7-1-1

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