

# Work Permit Requirements

**DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION**  
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## REQUIREMENTS

- 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 work.
- Employers must have a work permit on file for the minor being employed before they allow the minor to begin work.

## HOW TO OBTAIN A WORK PERMIT

**To obtain a work permit, either the minor alone or the minor and a parent must visit the permit officer, with the following information:**

- The minor's birth certificate or other proof of age (Accepted proof: either a duly attested birth certificate, a verified baptismal certificate, or a driver's license or photo ID card issued by the Department of Transportation);
- The minor's social security card;
- Letter from the employer expressing intent to hire, on employer's regular letterhead, describing:
  - Job duties
  - Hours of work
- A written parents' consent;
- School address where the minor attends or school district;
- Statutory permit fee is \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first pay check;
- Youths ages 14 through 15 may work in various jobs outside school hours under the following conditions:
  - No more than 3 hours on a school day with a limit of 18 hours in a school week;
  - No more than 8 hours on a non-school day with a limit of 40 hours in a non-school week;
  - And not before 7 am or after 7 pm except from June 1<sup>st</sup> through Labor Day, when the evening is extended to 9 pm.

For additional information for Wisconsin Child Labor Laws:

[http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_17231\\_p.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_17231_p.pdf)

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