

# 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.

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## THE FOLLOWING ITEMS MUST BE PROVIDED IN PERSON BEFORE A WORK PERMIT CAN BE ISSUED TO THE MINOR.

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1. One of the following original documents must be used as evidence of minor's age:

- Birth Certificate
- Baptismal Certificate
- Wisconsin State ID or Driver's License
- Valid Passport

*Do Not Accept: Draft cards, library cards, out-of-state 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 with you, **Addition** to the verification letter, the minor will also, need to provide legal documentation supporting the minor's SSN (such as an Insurance Form, Tax 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 pay check issued to the minor.

### WORK PERMITS FOR YOUTH ARE AVAILABLE AT:



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Racine County Workforce Solutions  
1717 Taylor Avenue  
Racine, WI 53403  
North Entrance-1<sup>st</sup> floor  
262-638-6426  
Monday-Friday: 8:00am to 4:00pm

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 3:00pm



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

*Work permits are issued at various locations throughout the state. You can call 1-608-266-6860 for information on where in your area you may apply for a work permit.*

It is our intent to Employ \_\_\_\_\_

Employee's Address \_\_\_\_\_

Phone \_\_\_\_\_

In the position of \_\_\_\_\_

Approximate weekly work hours \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employee's Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
 H.R. or Hiring Manager Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent or Guardian Signature

\_\_\_\_\_  
 Date

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BEFORE A WORK PERMIT CAN BE ISSUED TO THE MINOR.**

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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 or WI valid Driver's License
  - Valid Passport

**Do Not Accept: Draft cards, library cards, out-of-state driver's licenses, or school photo IDs.**
3. 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 with you, **Addition** to the verification letter, the minor will also, need to provide legal documentation supporting the minor's SSN (such as an Insurance Form, Tax Form). Otherwise the minor will need to wait until the replacement card arrives to begin to work.
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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 of hearing or speech impaired callers can reach us through the Wisconsin Relay Service 7-1-1.