

STATE OF WISCONSIN WORK PERMIT REQUEST FORM

The following items **MUST BE PROVIDED IN PERSON** before a work/street trades permit can be issued to the minor or parent/guardian:

1. **REQUIRED:** A social security card, or a duly attested birth certificate (preferred form of age documentation), or a verified baptismal certificate, or a driver's license, or photo ID card issued by the Department of Transportation, or a school record for proof of the minor's age.
2. **REQUIRED:** Completion on this form of the employer information below; or a letter from the employer containing the employer's name, address, telephone number, and signature, along with a statement of the intent to employ the minor, the job title, the job duties, the days of work, and the approximate number of hours of work per week.
3. **REQUIRED:** The signature below of the minor's parent, guardian, or court-ordered foster parent; or a letter from the minor's parent, guardian, or court-ordered foster parent giving consent for the minor to accept the employment being offered by the employer.
4. **REQUIRED:** Payment from the employer of \$10.00 for the work permit fee. If the permit fee is paid by the minor rather than the employer, then the employer shall reimburse the minor for the permit fee no later than the first pay check issued to the minor.

PARENT OR GUARDIAN MUST COMPLETE THIS SECTION – REQUIRED INFORMATION

Minor's Name:	Age:
Street Address:	
City/State/Zip:	Telephone:
Social Security Number:	Date of Birth:
Printed name of Parent/Guardian:	Signature of Parent/Guardian I give my permission for the above named minor to work at the place of business listed below.

EMPLOYER MUST COMPLETE THIS SECTION- REQUIRED INFORMATION

Employer Name:	
Street Address:	
City/State/Zip:	Telephone:
Provide a Brief Description of Job Duties:	
Printed Name of Employer Representative:	Signature of Employer Representative I/we wish to hire the above name minor. Please issue a work permit.