DWD
Department of Workforce Development

Guide to create a work permit (Parent/Guardian)

A work permit is required before anyone under the age of 16 is allowed to work in any job except for agriculture or domestic service work. Parents and guardians may obtain a work permit by following the instructions below. **Note** that parents and guardians are required to pay the work permit application fee at the time of purchase.

Steps to create a work permit.

1

Create your DWD ID.

Enter your information, create a username and password, and click next. If you have previously created a DWD ID to work with another division, such as the Unemployment Insurance Division, you may skip to step 3.

STATE OF WISCONSIN
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Create a Logon

First Name

Last Name

Email

2

Confirm your email.

Once you have created your DWD ID, you will receive a confirmation email from the DWD Wisconsin Logon Management System. Use the link provided within that email to confirm your account.

For technical assistance, or if you have difficulty creating a DWD ID, contact the Information Technology Solution Center (ITSC) for assistance by calling 608-266-7252. The ITSC has technicians available from 6 am - 5 pm, Monday through Friday.

If you have not received your confirmation email, please check your SPAM folder before contacting ITSC.

Already have a DWD ID?

Create a Work Permit
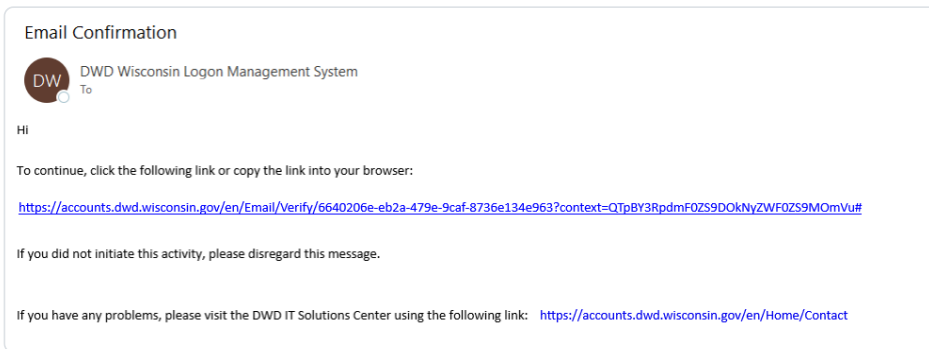
Need help with your DWD ID?

Forgot your user ID?

Forgot your password?

Need more help? Technicians are available Monday - Friday 6 am - 5 pm. Call 608-266-7252

Other questions about creating a work permit?

workpermits@dwd.wisconsir

Email Confirmation
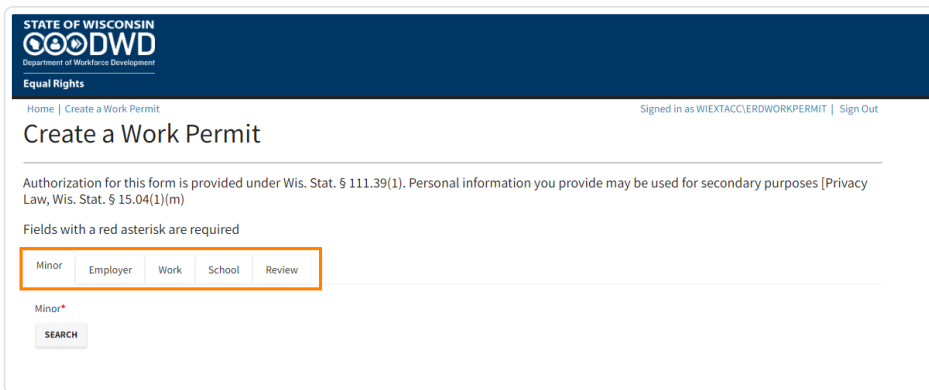
DW DWD Wisconsin Logon Management System
    To

Hi

To continue, click the following link or copy the link into your browser:

https://accounts.dwd.wisconsin.gov/en/Email/Verify/6640206e-eb2a-479e-9caf-8736e134e963?context=QTpBY3RpdmF0ZS9DOkNyZWF0ZS9MOmVu#

If you did not initiate this activity, please disregard this message.

If you have any problems, please visit the DWD IT Solutions Center using the following link: https://accounts.dwd.wisconsin.gov/en/Home/Contact

3 **Create a work permit**.

Once you have confirmed your account, you must login using your DWD ID to create a work permit

Click to login and create a permit

Click each tab, as shown in the orange box, at the top of the page to navigate through the complaint form. Please do not use the browser forward/back buttons.

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Equal Rights

Home | Create a Work Permit   Signed in as WIEXTACC\ERDWORKPERMIT | Sign Out

Create a Work Permit

Authorization for this form is provided under Wis. Stat. § 111.39(1). Personal information you provide may be used for secondary purposes [Privacy Law, Wis. Stat. § 15.04(1)(m)]

Fields with a red asterisk are required

| Minor | Employer | Work | School | Review |

Minor*
SEARCH

4 **Enter information about the minor**

- Click or tap the search button to search for your minor.
  - If the minor is found, select the minor from the grid and click/tap 'USE SELECTED MINOR'

- ○ If the minor is not found, click/tap the 'CREATE NEW MINOR' button and enter the requested information and then click/tap 'ADD NEW MINOR'.

⑤ Enter information about the employer

- Click or tap the Employer tab
- Click the search button to search for the employer. You must type at least one character of the employer name and zip code to search. Entering additional characters will help locate the correct employer.
  - ○ If the employer is found, select the employer from the grid and click/tap 'USE SELECTED EMPLOYER'

Employer Search   ✕

Enter the employer name and zip code to search for the Employer. Click on the correct result and then click Use Selected Employer. If employer does not appear in search results, you can create a new employer.   ✕

Name

B

Zip Code

54612

SEARCH

Show 10 ⌄ entries   Search:

Name	Street Address 1	City, State Zip Code
BENEDICTINE HEALTH SYSTEM-ARCADIA NURSING HOME	464 S ST. JOSEPH AVENUE	ARCADIA, WI 54612
BENEDICTINE LIVING COMMUNITY OF ARCADIA	464 S. ST. JOSEPH AVENUE	ARCADIA, WI 54612
BLASCHKO ENTERPRISES INC	625 DETTLOFF DRIVE	ARCADIA, WI 54612
BP ON 93	1630 E BLASCHKO AVE	ARCADIA, WI 54612
BURGER KING	1632 BLASCHKO AVE	ARCADIA, WI 54612

Showing 1 to 5 of 5 entries   1 row selected   PREVIOUS 1 NEXT

Contact us if any employer information is incorrect.

USE SELECTED EMPLOYER   CREATE NEW EMPLOYER   CLOSE

- If the employer is not found, click/tap the 'CREATE NEW EMPLOYER' button and enter the requested information and then click/tap 'ADD NEW EMPLOYER'.

Employer Search   ✕

Enter the employer name and zip code to search for the Employer. Click on the correct result and then click Use Selected Employer. If employer does not appear in search results, you can create a new employer.   ✕

Name

MYEMPLOYER

Zip Code

54612

SEARCH

Show 10 ⌄ entries   Search:

Name	Street Address 1	City, State Zip Code
	No data available in table	

Showing 0 to 0 of 0 entries   PREVIOUS NEXT

Contact us if any employer information is incorrect.

USE SELECTED EMPLOYER   CREATE NEW EMPLOYER   CLOSE

6   **Enter information about the minor's employment**

- Click or tap the Work tab
- If the parents own the business the minor will work at, answer the first question yes. If they do not, answer no.
- If the minor is going to be working as a form of restitution, answer the second question yes, otherwise answer no.
  - Click to view a list of the natures of business and minimum age requirements. This link will open in a new tab or window.

- In the Nature of Business field start typing the nature of business. For example, gas station, restaurant, warehouse, etc... When the correct option appears click or tap on it to select it. You may select more than one nature of business.

- In the Type of Work field, start typing the type of work the minor will perform. For example, cashier, server, etc.. When the correct option appears click or tap on it to select it. You may select more than one type of work.
    - Click to view a list of the types of work and minimum age requirements. This link will open in a new tab or window.

7 **Enter information about the school**

- Click or tap the School tab
- Select whether the minor attends school. If the minor attends school online or in person click search to select the school. Type at least one character of the school name and the zip code, then click or tap Search. Select the school and then click or tap the button 'USE SELECTED SCHOOL'. The more characters you type for the school name the more the list can be narrowed.

- Click for a list of schools by city.
- If the school is not listed, contact our office for assistance.

8 Review and pay

- Review the information that was entered for accuracy. If you need to make changes click on any of the tabs to go back and then come back to the Review tab to pay and submit.
  - Apple users (e.g. iPhone, iPad, etc…) must select bank account and enter the appropriate account numbers.
  - Android or Windows users may pay using credit, debit or bank account.
  - Credit cards are subject to a 2% convenience fee.
  - To avoid the convenience fees, chose the New Bank Account option as your payment type.
    - When entering banking information, review for accuracy to avoid additional charges. Incorrect banking information will result in returned ACH payments and returned ACH payments may result in additional charges. Returned payments will result in permit revocation rendering the permit invalid