

## **WORK PERMIT INFORMATION:**

### **Minors younger than 16 are required to obtain a work permit prior to beginning work**

#### **For A Work Permit You Must Have:**

1. Proof of age - Birth Certificate, Baptismal Record, Driver's License, or State issued Identification Card. Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
2. The minor's social security card.
3. Letter from the employer stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.
4. Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
5. 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 paycheck.
6. Address of school that the minor attends or the name of the school district.
7. Minor must be present to sign work permit.

You may apply for a work permit at your school district office, if you have any questions please call (920) 532-5551.

Your work permit will be revoked if you do not attend school on a regular basis, if you are working in a prohibited employment, or if you are employed while you are underage for that employment.