

DO YOU NEED A WORK PERMIT?



ARE YOU 16 OR OLDER?

IF SO, YOU DO NOT NEED A WORK PERMIT

MINOR MUST PRESENT THE FOLLOWING ITEMS

IN PERSON AS YOUR SIGNATURE IS REQUIRED

- ✓ Letter from employer which states intent to hire, describes job duties and hours of work
- ✓ Note from parent/guardian which states you have permission to work there
- ✓ Social security card (must present the card, not just the number)
- ✓ Birth certificate, baptismal certificate or photo ID card issued by the Wisconsin DOT
- ✓ \$10.00 cash

WORK PERMITS ARE ISSUED:

During the school year: Go to the main office during school hours

During the summer: Go to the district office or guidance office MONDAY-THURSDAY 8:00 - 3:00*

*Staffing hours vary during the summer due to vacations so you may want to call ahead (764-5431) to make sure someone is here that is authorized to issue work permits.