

CHILD LABOR PERMIT INFORMATION

Wisconsin Labor Laws require that all minors have a work permit before starting work. To ensure Compliance, Either use this form or your own (form letter). All the following information is required in order to fill out the work permit.

EMPLOYER'S PORTION

Employer's Name _____	Phone _____
Address _____	City _____ State _____ Zip Code _____
Nature of Business _____	
Minor's Job Duties _____	
Hours & Days Minor will be working _____	

PARENT/GUARDIAN OF MINOR PORTION

I give permission for my minor child, _____ to work at the above business.	
Minor Child's Name	

Minor Child's Address	

Minor Child's City, State, Zip Code	

Parent/Guardian Signature	Date

The Minor Employee **must** bring the following information to the site issuing the permit:

1. The enclosed form completed or letter from the employer with the same information
2. Show proof of age by bringing one of the following:
 - a. Birth Certificate,
 - b. Baptismal Certificate,
 - c. driver's license, or
 - d. photo ID card issued by the Dept of Transportation.
3. Social Security Card.*
4. The cost is \$10.00 and is reimbursable by the Employer.

YOU WILL NOT BE ISSUED A WORK PERMIT WITHOUT THE ABOVE DOCUMENTS!

**If for some reason, (lost, misplaced, destroyed) the original Social Security Card is not available, there is a Social Security office at 712 Park Avenue, West Bend, WI. An original letter from the social security administration giving the social security number for a lost card, etc. can be used.*

MINOR SHOULD BE PRESENT TO SIGN THE WORK PERMIT.

The Slinger Village Hall, 300 Slinger Road, issues work permits Monday through Friday during normal business hours.

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REQUIREMENTS FOR CHILD LABOR AND STREET TRADES PERMITS:

1. Proof of Age - (One of the following):
 - a. Birth Record – may be obtained from the register of deeds in the county of birth.
 - b. Baptismal Record – may be secured from the pastor of the church in which the baptism took place.
 - c. Driver License – issued by the Department of Transportation
 - d. Photo ID Card – issued by the Department of Transportation
2. 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.
3. 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.
4. The minor's Social Security card. If for some reason, (lost, misplaced, destroyed) the original Social Security Card is not available; there is a Social Security office at 712 Park Avenue, West Bend, WI. An original letter from the Social Security administration giving the social security number for a lost card, etc. can be used.
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 no later than the minor's first pay check.
6. School address minor attends or school district.