

How to Obtain a Work Permit

Work permits are required for anyone under the age of 16. To obtain a work permit, either the minor or the minor and a parent must visit the Student Services Office at OHS, and bring along:

- the minor's birth certificate (or a copy of it) OR other proof of age (see below)
- the minor's social security card (or a copy of it)
- letter from the employer expressing intent to hire, on employer's regular letterhead, describing:
 - job duties
 - hours of work
- a written parental consent
- a \$10.00 permit fee

Proof of Minor's Age (if birth certificate is not available, please provide ONE of the following):

- duly attested birth certificate
- verified baptismal certificate
- driver's license or photo ID card issued by the Wisconsin Department of Transportation)

Copies of the permit go to the employer and the minor.

For the Employer - Permit Fee Requirement

The employer **must reimburse the \$10.00 permit fee to the minor** by no later than the date of the first paycheck.