

State of Wisconsin Dept. of Workforce Development

<http://dwd.wisconsin.gov/er/laborstandards/workpermit/default.htm>

Work Permit Requirements

- A work permit is required before anyone **under the age of 16** is allowed to work in any job with the exception of agriculture or domestic service work. State Law prohibits the use of minors to perform hazardous work.
- 16 and 17 year old minors do NOT need to obtain a work permit prior to beginning work.
- Employers must have a work permit on file for the minor being employed before they may allow the minor to begin work.

How to Obtain a Work Permit

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/default.htm> or call (608) 266-6860 for information.

NOTE: The permit will not be issued if the work is prohibited by law.

Obtain a work permit (Parent/Guardian)

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. After the payment has processed the parent or guardian will receive an email confirmation and the permit will be printed and mailed directly to the employer. The minor's employer will receive the permit within five (5) business days. The minor may begin working upon receipt of the confirmation email.

1. Create a DWD ID
 - A DWD ID is a username and password used to interact with the Department of Workforce Development or Department of Children and Family Services. If you already have a DWD ID that you used to work with another division, such as the Unemployment Insurance Division, you do not need to create a new ID.
2. Enter Information about the minor applying for the work permit and their:
 - Employer
 - Job
 - School
3. Pay for minor's work permit. We accept:
 - Credit or debit
 - Checking or savings account

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. A **Copy of the permit** will be mailed to the employer.