

## STATE OF WISCONSIN WORK PERMIT REQUEST FORM

Berlin Area School District Work Permit Office  
295 E. Marquette St., Berlin, WI 54923 ph. 920-361-2004

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. **The following items MUST BE PROVIDED before a work permit can be issued to the minor:**

1. **REQUIRED:** The minor's duly attested **birth certificate (preferred form of age documentation)**, or a **verified baptismal certificate**, or **photo ID card** issued by the **Department of Transportation for proof of the minor's age**.
2. **REQUIRED:** The minor's **Social Security card for proof of Social Security number**. If the minor's Social Security card is lost, the minor and/or the minor's parent, guardian, or court-ordered foster parent must go to the a Social Security Office and request a replacement card. The Social Security Representative will provide you with a print out verifying the minor's social security number. The nearest office to Berlin is in Oshkosh at 400 City Center Ste. B, phone 1-877-445-0834.
3. **REQUIRED:** Part I of this form, filled out by the employer; or a letter from the employer containing the employer's name, address, telephone number, and signature, along with a statement of the intent to employ the minor, the job title, the job duties, the days of work, and the approximate number of hours of work per week.
4. **REQUIRED:** Part II of this form, filled out by the minor's parent, guardian, or court-ordered foster parent; or a letter from the minor's parent, guardian, or court-ordered foster parent giving consent for the minor to accept the employment being offered by the employer.
5. **REQUIRED:** Payment of **\$10.00** for the work permit fee. Cash or check only.

### PART I: EMPLOYER MUST COMPLETE THIS SECTION – WORK PERMIT REQUIRED INFORMATION

Employer Name		Today's Date
Employer Mailing Address/City/State/Zip		
Employer Telephone Number	Employer Fax Number	
Printed Name of Minor Being Hired	Date Minor Will Begin Employment	
Title of the Job Minor Will Be Performing	Approximate Number of Hours Per Week Minor Will Be Working	
Days of the Week Minor Will Be Working Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>		
Provide a Brief Description of Job Duties:		
Printed Name of Employer Representative		Signature of Employer Representative

### PART II: PARENT OR GUARDIAN MUST COMPLETE THIS SECTION – REQUIRED INFORMATION

Name and Address of School that the Minor is Attending		
Do Parents Own this Business? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Minor a H.S. Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Work Being Performed as Restitution? Yes <input type="checkbox"/> No <input type="checkbox"/>
Printed name and phone number of Parent, Guardian, or Court-Ordered Foster Parent: Name: _____ Phone Number: _____	I give my permission for the minor whose name is listed above to accept the work that is described above.	

Bring all required items to the Berlin Area School District Office at 295 E. Marquette St. in Berlin, WI. They must be verified by Work Permit Office personnel IN PERSON.

Processing your application may take up to **2 business days**. You will be contacted at the phone number you provided above or in your letter of permission to let you know to return to the District Office. The **minor must be present to sign** 3 copies of the Work Permit. The Berlin Area School District Office will keep one signed copy. You must submit one copy to the employer. One copy is for your records.

For more information, please go to <https://dwd.wisconsin.gov/er/laborstandards/workpermit/> or call the Berlin Area Schools District Office at 920-361-2004.