

# WORK PERMIT REQUIREMENTS

STUDENTS OBTAINING WORK PERMITS NEED THE FOLLOWING BEFORE IT CAN BE PROCESSED. THIS INFORMATION IS REQUIRED BY THE STATE OF WISCONSIN.

- SOCIAL SECURITY CARD
- BIRTH CERTIFICATE/DRIVERS LICENSE
- PERMISSION LETTER FROM EMPLOYER
- PERMISSION SIGNATURE FROM PARENT
- A FEE OF \$10

WORK PERMITS MAY BE OBTAINED IN THE MAIN OFFICE BETWEEN THE HOURS OF 8 AM AND 2 PM DURING SCHOOL DAYS AND SUMMER VACATION. WORK PERMITS MAY ALSO BE

OBTAINED AT THE:

WORK FORCE DEVELOPMENT

2615 East Ave. So.

608 789-5620

IN THE EVENT THE STUDENT CHANGES EMPLOYERS, A NEW WORK PERMIT MUST BE ISSUED.