



# Applying for a Child Labor Permit

**In the state of Wisconsin a Child Labor Permit is required before a minor under the age of 16 is allowed to work in any job with the exception of agriculture or domestic service work.**

Permit Officer: St. Croix County Clerk's Office – **APPOINTMENT REQUIRED**

1101 Carmichael Road, Hudson, Wisconsin 54016

During the Hours of 8:00 a.m. – 4:00 p.m. Monday thru Friday (excluding holidays)

Please call 715-386-4600 with any questions.

**ATTACHED:** Child Labor Permit Worksheet to help with the process of applying for a work permit.

## **LETTER OF INTENT TO HIRE FROM EMPLOYER**

- Employer letter (on letterhead of employer) stating the intention of the employer to employ the minor
- Employer address
- Employer's nature of business
- Describe the duties minor will perform ("general duties" is not acceptable)
- Hours of work and the time of day the minor will be working
- Signature of employer or someone duly authorized by the employer
- Minor's name and address

## **PROOF OF AGE** – one of the following:

- Wisconsin driver license, Wisconsin driver permit or Wisconsin State ID
- Birth certificate - issued by a registrar of vital statistics or other officer charged with the duty of recording births or a certified record of the birth
- Baptismal certificate - including the minor's name, date of birth, date and place of baptism, name of church, and the signature of the officiating or issuing clergy
- Other evidence if approved by permit officer

We cannot accept: draft cards, library cards, out-of-state driver's licenses, or school photo IDs

## **MINOR'S SOCIAL SECURITY CARD**

## **CONSENT OF MINOR'S PARENT, GUARDIAN OR COURT-ORDERED FOSTER PARENT**

**FEE: \$10 permit fee cash or check only (no debit or credit cards).** Payment of the fee is the responsibility of the employer. If the minor advances the fee, the employer shall reimburse the minor no later than the first paycheck.

## **MINOR'S SCHOOL INFORMATION**

Name of school minor attends or homeschool district

**SAMPLE LETTER TO BE TRANSFERRED TO EMPLOYER'S LETTERHEAD**

Note to Employer: An employment of minors work permit does not allow the employment of a minor in prohibited work and does not protect the employer if it allows the minor to do any work that is **prohibited by statute or restricted by order**. Employers should reference the Permit Officer Handbook lists prohibited or restricted types of employment.

**EMPLOYER INFORMATION**

COMPANY NAME: \_\_\_\_\_

NATURE OF EMPLOYER'S BUSINESS:  
\_\_\_\_\_

EMPLOYER'S ADDRESS:

STREET: \_\_\_\_\_ SUITE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYER'S PHONE: \_\_\_\_\_

JOB DUTIES MINOR WILL BE PERFORMING (listing general duties is unacceptable):  
\_\_\_\_\_

HOURS AND DAYS MINOR WILL BE WORKING:  
\_\_\_\_\_

***As the employer, we agree to employ this minor according to State Statutes and the rules set by the Wisconsin Department of Workforce Development.***

HIRING MANAGER SIGNATURE AND TITLE:

\_\_\_\_\_  
Signature Print Name DATE: \_\_\_\_\_

**MINOR INFORMATION**

MINOR'S NAME: \_\_\_\_\_

MINOR'S ADDRESS

STREET: \_\_\_\_\_ APT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MINOR'S PARENTS PHONE: \_\_\_\_\_

SCHOOL MINOR ATTENDS or HOME SCHOOL DIST.: \_\_\_\_\_

**PARENT / GUARDIAN CONSENT**

I hereby agree to the above employment of the above-named minor at the employer listed above.

\_\_\_\_\_  
Parent or Guardian Signature Date

*This form was created by St. Croix County Clerk's Office to obtain required information by the State of Wisconsin to issue a Child Labor Permit.*

Maximum Hours of Work for 14 & 15 year old minors	After Labor Day through May 31	June 1 through Labor Day
<b>Daily Hours</b>		
-- Non-School Days	8 hours	8 hours
-- School Days	3 hours	3 hours
<b>Weekly Hours</b>		
-- Non-School Weeks	40 hours	40 hours
-- School Weeks	18 hours	18 hours
Permitted Time of Day	7 am - 7 pm	7 am - 9 pm

**Employers** subject to both federal and state laws must comply with the more stringent section of the two laws.

**State** employment of minors laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

**Minors under 16 years of age** are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

**Minors under 14 years of age** are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the [Wisconsin Employment of Minors Guide](#) (formerly named ERD-4758-P), for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

**Minors under 18 years of age** may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

**For further information** about the federal employment of minors laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

**For further information** about the state employment of minors laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.