

WORK PERMITS

Work permits are required for students under the age of 16. The Department of Workforce Development's Equal Rights Division has developed a new online work permit application tool. A parent can access the site using this link:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/> Payment is made directly to the department through the application, using a credit or debit card or by ACH direct withdrawal. Once the permit application process is complete, the Department mails a paper copy of the permit directly to the employer.

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
 - If you already have a DWD ID, 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:
 - Checking or savings account

These guidelines are set up by the Wisconsin Department of Industry, Labor and Human Relations and not the school district.