



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

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Manitowoc County Clerk

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Work Permit Policy

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. In order to obtain a work permit, either the minor alone or the minor and a parent visit the permit officer and the following items **must** be presented to staff, or a work permit will not be issued.

1. **Employer's Letter of Intent to Hire**: You must be hired first before a permit is filed. The employer supplies the letter. If you were hired and didn't receive a letter, we have a blank letter that the employer can use.
2. **Parent or Guardian's Written Consent**: The parent or guardian must approve of the minor obtaining the work permit by signing off on the employer letter.
3. **Social Security Card**: We must see the **actual** card. No other alternative documentation is acceptable.
4. **Proof of Age**: Requirement is satisfied by providing any one of the following documents:
 - a. State Certified Copy of Birth Certificate
 - b. WI Photo ID Card
 - c. Baptismal Record
 - d. Hospital Record of Birth
 - e. Passport
5. **Fee**: \$10 payable in cash or check. The fee, by law, is reimbursed to the minor by the employer by their first paycheck.

