

Work Permits

Permit fee: \$10.00 [Link to Hours and Times of Day a Minor May Work](#)

Minors 12 to 17 years of age are required to have a work permit in order to work in most gainful occupations.

Work Permits may be obtained from the Marquette County Clerk's Office (Room 107 – Courthouse) between the hours of 8:00 a.m. and 4:30 p.m. **The following information must be provided to the permit officer before a work permit can be issued:**

- Proof of Age (Birth Certificate, baptismal certificate, driver's license, or Wisconsin ID card)
- Letter from the employer stating intent to hire, the job duties to be performed, hours of work
- Parent/guardian written consent
- Social Security **card**
- \$10.00 permit fee (Employer **must** reimburse the minor for this cost no later than the minor's first paycheck)
- Minor, or a parent or guardian, must sign the permit – the minor must come to the office

The only exceptions for obtaining a child labor permit are the following:

- Minors employed in agriculture
- Minors working in or around the home and not in connection with the employer's business
- Volunteer work for a non-profit organization and not as an employee
- Public entertainment or exhibition
- Street trades for fund raising for nonprofit organizations, private or public schools
- Apprentices under Chapter 106 of the Wis. Statutes

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

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

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.