

Work Permits

The Adams County Clerk's office issues Work Permits. Cash, check, money order and most credit/debit cards are accepted. The clerk's office is open Monday thru Friday 8:00 a.m. to 4:30 p.m. If you have questions, you may contact our office at 608-339-4200. **However these services are available from 8:30 a.m. to 4:00 p.m.**

The following items are requirements for child labor permits:

- **Proof of ages** – Original Birth Certificate, Baptismal Record, Driver's Licenses, or Street-issued I.D. card. Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
- **Letter from employer** with the company name, address and telephone number stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.
- **Letter from the minor's parent**, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
- **The minor's social security card.**
- **Statutory permit fee is \$10.00.** The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first pay check.
- **School address** the minor attends or school district.