

## Work Permit Information

According to our records, you will be employed by the Green Bay Parks, Recreation, & Forestry Department.

Because you are under 18 years of age, Wisconsin state law requires that you obtain a work permit. Each employer requires a work permit. Work permits are available from the sites listed below after securing the following items:

- \$10.00
- Driver's License or Wisconsin ID card, Birth Certificate, or Baptismal Record
- Social Security Card (original card is required – not just the Social Security Number)
- A short note from your parent(s) giving you permission to work
- A letter from our office stating that we have hired you

## Sites to Obtain Work Permits

**Bay Port High School**, 662-7000, 8 a.m.–2 p.m., Monday-Friday, 2710 Lineville Road, Suamico (for Bay Port students only)

**Brown County Clerk's Office**, 448-4016, 8 a.m.-4:30 p.m., Monday-Friday, 305 E. Walnut St., Room 120, Green Bay

**East High School – Student Services**, 448-2090, 7:35 a.m.-3 p.m., Monday-Friday any school day, 1415 E. Walnut St., Green Bay

**Green Bay Parks, Recreation, & Forestry Department**, 448-3365, 8 a.m.-4:30 p.m., Monday-Friday, 100 N. Jefferson St., Room 510, Green Bay

**Preble High School**, 391-2400, 7 a.m.-3:30 p.m., Monday-Friday any school day, 2222 Deckner Ave., Green Bay

**Southwest High School – Career Center**, 492-2650, 7:15 a.m.-3:15 p.m., Monday-Friday any school day, 1331 Packerland Dr., Green Bay

**West High School – Career Center**, 492-2600, 7:15 a.m.–3 p.m., Monday-Friday any school day, 966 Shawano Ave., Green Bay

After you have obtained your work permit and completed other required paperwork, return these documents to the Parks, Recreation, & Forestry Department Office, City Hall, 100 N. Jefferson Street, Room 510.

**You cannot work until you receive a work permit and return it to the Parks, Recreation, & Forestry Department Office.**