

# WORK PERMITS

CAN BE OBTAINED AT THE FOLLOWING LOCATIONS:

## Germantown Recreation Department

N112 W17001 Mequon Rd., Germantown 53022  
262-250-4710  
Mon.-Fri. 8:00AM-4:00PM

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## Menomonee Falls Recreation Department

W152 N8645 Margaret Rd., Menomonee Falls 53222  
262-255-8460  
Mon.-Fri. 8:00AM-4:15PM  
(Work permit form on website required)

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## Menomonee Falls High School

W142 N1801 Merrimac Dr., Menomonee Falls 53051  
262-255-8444  
Mon.-Fri. 8:00AM-4:15PM  
(By appointment only)

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## Jackson Village Hall

N168 W20733 Main St., Jackson 53037  
262-677-9001  
(Call for hours of operation)

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## Richfield Town Hall

4128 Hubertus Rd., Hubertus 53033  
262-628-2260  
Mon.-Fri. 7:30AM-4PM

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## Village of Slinger

300 Slinger Rd., Slinger 53086  
262-644-5265  
Mon.-Fri. 8AM-5PM

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## Homestead High School

5000 W. Mequon Rd., Mequon 53092  
262-238-5652  
Mon.-Fri. 8:30AM-2:30PM  
(24 hr. notice & work permit form on website required)

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## Workforce Development Center

(Located on the Moraine Park Technical College campus)  
2200 Green Tree Rd., West Bend 53090  
262-335-5300  
Mon.-Fri. 8AM-4:30PM

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## First National Bank of Hartford

Hartford Office 116 W. Sumner St., Hartford 53027 262-673-5800	Richfield Office 1297 State Hwy 175, Hubertus 53033 262-628-5500	Slinger Office 439 E. Washington St., Slinger 53086 262-644-7606
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**Hours for all branch offices:**  
Mon.-Thurs. 8:30AM-5PM  
Fri. 8:30AM-6PM  
**Sat. 8:30AM-12:00PM**

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## DOCUMENTS REQUIRED TO PROCESS WORK PERMITS

- **Official Identification** showing proof of age (driver's license, birth certificate, baptismal certificate, state ID card, etc.).
- **Letter from Employer** stating type of work minor will be doing and hours/time of work. Employer's address and phone number are required for processing.
- **Letter from Minor's Parent/Guardian** stating that minor has permission to work.
- **Social Security Card** (original card required - copies not acceptable)
- **\$10 Permit Fee** (cash or check only)
- **Applicant present** (requirement at G-Town Rec Dept. and some other locations)