

# WORK PERMIT INSTRUCTIONS

## Ways to Apply or Renew

A parent or guardian of a minor needing a 6-month Entertainment Work Permit may submit an application in any of the following ways:

- **Online.** If you have applied online before, sign in on the right side of your screen. To apply online for the first time, create an account by clicking the "First Time User" button. Then proceed with the application process.
- **By Mail.** Download and complete an Application for Permission to Work in Entertainment Industry. Be sure to print and sign your name on the first page. Then mail (or deliver) the original completed application, along with the required supporting documents *and a self-addressed stamped envelope*, to a Labor Commissioner's office. *Applications may not be sent by fax.*
- **In Person.** The Van Nuys Entertainment Work Permit Unit, located at 6150 Van Nuys Blvd, Room 100, is available for walk-in application service from 9:00am to noon on Monday and Friday, and 9:00am to 4:00pm on Tuesday, Wednesday and Thursday. This office may be reached at 818-901-5484.

## Required Supporting Documents

For online applications, download watermarked forms from within your account. Only watermarked documents will be accepted for certification with online applications.

Under some circumstances, medical certification as described below may be required for children older than one month.

A Social Security number is not required.

## GENERAL REQUIREMENTS

### Non-School-Age Children

A first-time application for a minor of kindergarten age or younger must be accompanied by a photocopy of one of the the following:

- Birth certificate
- Official letter from the hospital where the minor was born attesting to the birth date
- Baptismal certificate
- Passport

Please do not send original birth record documents.

Every application for an infant less than one month old must include written certification from a licensed physician board-certified in pediatrics attesting that the infant is at least 15 days old, was carried to full term, was of normal birth weight, and is physically capable of handling the stress of filmmaking, as well as that the infant's lungs, eyes, heart and immune system are sufficiently developed to withstand the potential risks.

### School-Age Children

For a minor in grades 1 through 12, an authorized school official must certify that the minor's attendance, health, and scholastic records are satisfactory. In addition, the school or district seal or stamp must be affixed to the document. In place of a seal or stamp, a signed and dated piece of official letter head may be attached.

When school is in session, the certification must be completed and dated during the current session.

When school is not in session (e.g., during school breaks and holidays), an application may be accompanied instead by a copy of the minor's most recent report card or a letter from an authorized school official on official letter head attesting that the minor's attendance, health, and scholastic record are satisfactory.

## EXCEPTIONAL CIRCUMSTANCES:

- If the minor attends a virtual school or charter school, written verification may be obtained from either the school or the authority that granted the school's charter.
- If the minor is homeschooled, written verification must be obtained from the local school district, county office of education, or state board of education where the minor lives.

NEW (never applied before)  RENEW

Permit No. \_\_\_\_\_

**APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY**

**PROCEDURES FOR OBTAINING WORK PERMIT**

1. Complete the information required below.
2. School authorities must complete the "School Record" section below for minors in grades 1 thru 12.
3. For minors 15 days through kindergarten, please attach a photo copy of minor's birth certificate. See reverse side for other documents that may be accepted.
4. All signatures **MUST** be in original ink. No fax or photo copies permitted.
5. Mail or present the completed application to any office of the Division of Labor Standards Enforcement for issuance of your work permit. Work permits will be issued within 3 business days and mailed to you.
6. Please provide a preaddressed, stamped envelope so the permit can be mailed back to you.

Name of Child				Professional Name (if applicable) AKA:			
Permanent Address Number		Street	City	State	Zip Code	Home Phone Number	
School Attending						Grade	
Date of Birth	Age	Height ft.    in.	Weight lbs.	Hair Color	Eye Color	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
<p><b>STATEMENT OF PARENT OR GUARDIAN:</b> It is my desire that an Entertainment Work Permit be issued to the above named child. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding his or her educational, moral and physical interest. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct. By submitting personal information about yourself and your minor child to DLSE in order to obtain an entertainment work permit for your child, you consent to DLSE's use of that personal information for purposes authorized by Labor Code § 1308.5 and 1308.10, which provide for the issuance of such permits. Note that DLSE's use of such personal information includes the disclosure of information about you and your minor child to third parties who want to verify a work permit.</p>							
Name of Parent or Guardian (print or type)				Signature		Daytime Phone Number	

**SCHOOL RECORD**

Circle whether "SATISFACTORY" or "UNSATISFACTORY" for each

Attendance	Academics (Grades)	Health – Please indicate if the minor requires medical approval to obtain a permit	
SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / NEEDS MEDICAL APPROVAL	
<p>I CERTIFY THAT THE ABOVE-NAMED MINOR:  <input type="checkbox"/> Meets the school district's requirements with respect to age, school record, attendance and health.  <input type="checkbox"/> Does not meet the district's requirements and permit should not be issued.</p>		<p>[School Seal, Stamp, Address Stamp or Signed Letterhead] <b>REQUIRED</b></p>	
Authorized School Official, Signature and Title			Date
School Address			School Phone Number

**HEALTH RECORD**

Complete this Section if instructed to do so or if infant is under One Month of Age

Name of Doctor	Address	Phone Number
<p>I certify that I am a licensed physician and surgeon who is Board Certified in pediatrics, and have carefully examined _____</p> <p>In my opinion, (please circle) he / she is / is not physically fit to be employed in the production of motion pictures and television. If less than one month, infant is / is not at least 15 days old, was / was not carried to full term, and is / is not physically able to perform.</p> <p>Signature _____ M.D. Date _____</p> <p>Remarks _____</p>		
*PLEASE USE DOCTOR'S OFFICE STAMP ON APPLICATION TO ENSURE AUTHENTICITY.*		

Information covering California's child labor laws applicable to the entertainment industry can be found at <http://www.dir.ca.gov/dlse/DLSE-CL.htm>.

## **PROCEDURE FOR OBTAINING AN "ENTERTAINMENT PERMIT"**

- NEW**
- |                               |  |
|-------------------------------|--|
| 1.) Application Form          | Obtain from any of the Division of Labor Standards Enforcement offices or from the website: <a href="http://www.dir.ca.gov/dlse/DLSEform277.pdf">www.dir.ca.gov/dlse/DLSEform277.pdf</a> |
| 2.) Parent/Guardian           | Complete <u>all</u> requested information on the front of the application. Please print and sign your name in original ink.  |
| 3.) School Record Information | To be completely filled out by authorized school official in original ink for minors in grades 1 thru 12.  |

**A PREAMDRESSED, STAMPED ENVELOPE MUST ACCOMPANY THE APPLICATION**

### **REQUIREMENTS FOR NON-SCHOOL AGE CHILDREN** (15 days through kindergarten)

**A PHOTO COPY OF ONE OF THE FOLLOWING:**

- 1.) Certified Birth Certificate
- 2.) Baptismal Certificate
- 3.) Official letter from hospital where born
- 4.) Passport

*Every infant under one month of age must have a certification from a licensed physician and surgeon who is Board Certified in pediatrics certifying that the infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of a television or movie set.*

### **REQUIREMENTS FOR SCHOOL AGE CHILDREN** (Grades 1 through 12)

#### **PUBLIC / PRIVATE SCHOOL, ON-LINE / VIRTUAL ACADEMY AND OUT OF STATE RESIDENTS:**

- When school is IN session, the application must be completed and dated during the current school session by an authorized school official.
- When school is NOT in session (i.e., school break, vacations, holidays), either the minor's recent report card or letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

#### **HOMESCHOOLED:**

- If minor is homeschooled, the application must be completed by the parent/guardian and attached to either a current private school affidavit, or written verification indicating that the minor is "satisfactory" in all academic subjects, health and attendance from either the local school district, county office of education or state board of education where the minor lives.

### **RENEWAL**

- 1.) Complete application form (all questions)
- 2.) Send a copy of the old permit with the application.
- 3.) Enclose a self addressed, stamped envelope for return.
- 4.) If school is not in session, see above instructions.
- 5.) If school is in session, have school official complete and sign the "school record" section of the application form for minors in grades 1 through 12.

**THERE IS NO FEE  
SOCIAL SECURITY NUMBER IS NOT REQUIRED  
APPLICATION CANNOT BE PROCESSED VIA FAX**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Standards Enforcement**



## "ENTERTAINMENT WORK PERMIT - Locations & Online INFO

You can obtain your work permit same day at Van Nuys location only!

or

Send a self-addressed stamped envelope along with the application to the location listed below:

### LABOR STANDARDS ENFORCEMENT OFFICE - (Walk-In Office)

6150 Van Nuys Blvd., Room 100,

Van Nuys, CA 91401

(818) 901-5484

#### OFFICE HOURS

Monday AND Friday 9:00AM - 12:00PM NOON

Tuesday, Wednesday, Thursday 9:00AM - 4:00PM

- Closed Weekends -

#### DROP OFF ONLY LOCATIONS (Drop off to these facilities w/SASE they will send out in about week

† LOS ANGELES- 320 W. 4 <sup>TH</sup> Street, Los Angeles, CA 90013	(213) 620-6330
† LONG BEACH- 300 Oceangate Blvd., Room 302, Long Beach, CA 90802	(562) 590-5048
† SANTA ANA-2 MacArthur Place, Suite 800, Santa Ana, CA 92707	(714) 558-4910
† BAKERSFIELD-5555 California, Room 200, Bakersfield, CA 93309	(909) 383-6392
† SAN BERNARDINO-464 W. 4 <sup>TH</sup> Street, Room 348, San Bernardino, CA 92401	(909) 383-4334
† SANTA BARBARA-411 E. Canon Perdido, Room 3, Santa Barbara, CA 93101	(805) 568-1222
† SAN DIEGO-7575 Metropolitan Drive, Room 210, San Diego, CA 92108	(619) 220-5451

†If you live in these immediate areas you may be able to obtain your work permit there.

All Entertainment Work Permits are FREE - Work Permits are only valid for Six (6) months

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OBTAIN your Work Permit ONLINE:

Go to website: <https://permits.dir.ca.gov/ewp/>

Or

<https://permits.dir.ca.gov/ewp/UserWelcomeForm.do>

**\*\* MAKE SURE your child is ACTIVE with Studio Kids - by sending (fax, email or regular mail) a copy of your child's current updated work permit every 6 months. \*\***

STAY ACTIVE and SEND or FAX or EMAIL a copy to:

STUDIO KIDS

15068 ROSECRANS AVE. #198, LA MIRADA, CA 90638

Office (562) 902-9838 Fax (562) 902-0498

Email: [Studiokidsmanagement@gmail.com](mailto:Studiokidsmanagement@gmail.com) - [www.Studiokidsmanagement.com](http://www.Studiokidsmanagement.com)