



Need to Obtain or Renew your Entertainment Work Permit during COVID?

OBTAIN BY ONLINE WEBSITE:

NEWBORNS (15 days old to 6 months old):

- Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm
- Go online and establish a NEW account for your minor.
- Enter the information and upload the minor's Certified Birth Certificate, Baptismal Certificate, the Official letter from the hospital where the minor was born attesting to the birth date, Passport.
- You will need to upload one of those documents to the website for processing.

INFANTS younger than one (1) month:

- 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; and that the infant's lungs, eyes, heart and immune systems are sufficiently developed. This document will need to be uploaded with the Birth Certificate to the minors account online.

SCHOOL-AGED MINORS (1ST-12TH GRADE): NEW OR RENEWING ONLINE :

Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm

1. If you are NEW you must create a new account for your minor. If you have already established an account, you will enter their (the minor's) information into their system. It will populate the information onto the application. PRINT the FORM. Make sure the document you print is clear and has the 'watermark or wallpaper pattern' that says, "**SCHOOL FORM**" printed all on the background of the document. This document is ONLY FOR ONLINE processing.
2. Take this document to the minor's school for signatures & school stamp. YES you must go to their school and get someone to sign the document. No Report Cards are accepted while school is in session (in school or online). All signatures from the school must be handwritten and not a stamp. The official school seal or stamp must be stamped on the form as well. All boxes and dates must be marked!
3. Once completed by the school - be sure YOU the parent has also signed & dated the document. You must upload the document to the Labor Board website and make sure ALL GREEN buttons (SUBMITTING) on the website are marked COMPLETED to submit the application. Once this is done it could take up to 4 weeks to approve.
4. IF you need to expediate the WP ASAP and are scheduled to work and haven't received it yet, let us know and we will help you.

ALL MINORS 14-17 YEARS OLD:

ENTERTAINMENT INDUSTRY SEXUAL HARASSMENT PREVENTION TRAINING REQUIREMENTS:

All minors 14-17 years of age (age-eligible minors) must complete training in sexual harassment prevention, retaliation, and reporting resources using the online training course made available on the internet website of the Department of Fair Employment and Housing DFEH prior to obtaining an entertainment work permit. www.dfeh.ca.gov/shpt/ - takes one (1) hour, minor and parent together!

Note: The Work Permit application must have the 'wallpaper or watermark' that says '**SCHOOL FORM**' in the background of the document. Labor Board will not accept any other form while obtaining online. See attached sample to this email.

If you have additional documents with your Work Permit, for those in independent studies...there is an area to upload extra documents if needed.



SENDING WORK PERMIT BY REGULAR MAIL:

SCHOOL-AGED MINORS (1ST-12TH GRADE): NEW OR RENEWING - BY MAIL:

- Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm
- Take the document to the minor's school. Take this document to the minor's school for signatures & school stamp. YES you must go to their school and get someone to sign the document. No Report Cards are accepted while school is in session (in school or online). All signatures from the school must be handwritten and not a stamp. The official school seal or stamp must be stamped on the form as well. All boxes and dates must be marked! Make sure the parent/guardian signs & dates the document too.

Once completed send the document along with a self-addressed stamped envelope to this address:

**Entertainment Work Permit Unit
6150 Van Nuys Blvd., Room #100
Van Nuys, CA 91401**

DURING COVID - NOT AVAILABLE!!

~~SCHOOL-AGED MINORS (1ST-12TH GRADE): NEW OR RENEWING - DROPPING OFF AT VAN NUYS OFFICE:~~

- ~~Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm~~
- ~~Take the document to the minor's school. Take this document to the minor's school for signatures & school stamp. YES you must go to their school and get someone to sign the document. No Report Cards are accepted while school is in session (in school or online). All signatures from the school must be handwritten and not a stamp. The official school seal or stamp must be stamped on the form as well. All boxes and dates must be marked! Make sure the parent/guardian signs and dates the document too.~~
- ~~Once completed take to the Van Nuys office
**Entertainment Work Permit Office
6150 Van Nuys Blvd., Room #100
Van Nuys, CA 91401**~~

EMAIL/FAX copy to Studio Kids:

Once you have obtained the Work Permit back from the Labor Board. Be sure to send Studio Kids a copy either by email or fax. We will make your minor active again

The Entertainment Work Permit is FREE. They expire after six (6) months and you will need to repeat the process all over again.

STUDIO KIDS Management
15068 Rosecrans Avenue #198
La Mirada, CA 90638
MAIN PHONE: (562) 902-9838 Ext 3#
TEXTING ONLY: (562) 444-8712
FAX: (562) 902-0498
Email: Studiokidsmanagement@gmail.com
Website: www.studiokidsmanagement.com
CPS# 000205362



Where to get your Entertainment Work Permit

Obtain your Work Permit REGULAR MAIL

Follow the Work Permit application instructions and mail it with a Self-Addressed Stamped Envelope along with the Work Permit Application to the Van Nuys location:

MAILING the Work Permit Application to:

Department of Industrial Relations - Entertainment Work Permit Office

6150 Van Nuys Blvd., Room 100

Van Nuys, CA 91401

CLOSED DURING COVID OFFICE HOURS:

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

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

OTHER LOCATIONS:

- BAKERSFIELD-7718 Meany Avenue, Bakersfield, CA 93308 (661) 587-3060
- LONG BEACH- 300 Oceangate Blvd, Suite 302, Long Beach, CA 90802 (562) 590-5048
- LOS ANGELES- 320 W. 4TH Street Suite 450, Los Angeles, CA 90013 (213) 620-6330
- SAN BERNARDINO-464 W. 4TH Street, Room 348, San Bernardino, CA 92401 (909) 383-4334
- SAN DIEGO-7575 Metropolitan Drive, Room 210, San Diego, CA 92108 (619) 220-5451
- SANTA ANA- 2 MacArthur Place, 8th Floor Suite 800, Santa Ana, CA 92707 (714) 558-4910
- SANTA BARBARA-411 E. Canon Perdido, Room 3, Santa Barbara, CA 93101 (805) 568-1222
- VAN NUYS - 6150 Van Nuys Blvd. Room 100, Van Nuys, CA 91401 (818) 901-5484

All Entertainment Work Permits are FREE

Work Permits are only valid for Six (6) months only

OBTAIN your Work Permit ONLINE:

Go to website create an account for your minor. Fill out their information, download and print 'their form' and take to the school to sign & stamp. Then upload back to the website and submit the work permit for approval. Turnaround is about 4-6 weeks.

Go to this website:

www.dir.ca.gov/dlse/entertainment-work-permit.htm

NOTE: Effective immediately you will **NO LONGER** be able to receive a 'Same Day Service' unless you have an official letterhead letter from production of your request! Must include the following at a minimum:

1. Minor's Name & DOB
2. Date minor will be working or auditioning (within 7 days)
3. Signed and dated by the entity/production company writing the letter on letterhead.

**** 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. **

STUDIO KIDS Management

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

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

Email: Studiokidsmanagement@gmail.com

This is the SAMPLE Work Permit application to obtain ONLINE ONLY!!!


Once you register your minor on the website and create an account for them. You will enter their current information into the system. PRINT the form, parent/guardian sign & date the document. Depending on their age, you will either upload the Birth Certificate for non-school aged kids OR for school-aged kids you will take that form to the minor's school for original signature & official school stamp. Then go back to the online system and upload the document into the minor's portal. Make sure all GREEN submit buttons are completed. Process can take up to 4-6 weeks.

NOTICE in the background it says SCHOOL FORM (like a wallpaper) slightly printed in the background. This form is the ONLY form you can use to obtain online!!

(Sample)

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT

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



Must be filled out on website ↓

Name of Minor:		Stage Name:	
Address:		City:	State: Zip: Home Phone Number:
		CA	
School:			
Date of Birth:	Height:	Weight:	Hair Color: Eye Color: Gender:
<p>STATEMENT OF PARENT OR GUARDIAN: It is my desire that a 6 Month 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 and that the information provided regarding the minor is correct.</p>			
Name of Parent or Guardian:		Signature:	Daytime Phone Number:

** Please CHECK the best description of the minor for each **

Name of Minor:		
Attendance:	Academics (Grades):	Health:
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> SATISFACTORY	Please indicate if the minor requires medical approval to obtain a permit <input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT NEEDED
<input type="checkbox"/> UNSATISFACTORY	<input type="checkbox"/> UNSATISFACTORY	
<p>Certification: I certify that the above-named minor meets the school district's requirements with respect to age, school record and health</p> <p><input type="checkbox"/> AGREE <input type="checkbox"/> UNACCEPTABLE</p>		
Signature and Title of Authorized School Official		
Date Signed		
School Address		
[School Seal/Stamp or Address Stamp](REQUIRED)		
Daytime Phone		

** All Areas Must state SATISFACTORY for issuance of permit **
** No Alterations **

"School Form"

THIS IS WATERMARK or wallpaper

Must be clear when resending back to Labour Board

This form NOT VALID Online

THIS IS NOT A PERMIT

STATE OF CALIFORNIA

NEW (never applied before) RENEW

Division of Labor Standards Enforcement

Permit No. _____

APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY

PROCEDURES FOR OBTAINING WORK PERMIT – NEW AND RENEWAL

1. Parent/Guardian must complete the information required below. Signature required.
2. School authorities must complete the "School Record" section below for minors in grades 1 thru 12 in original ink. No copies permitted.
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. Mail or present the completed application to any Labor Commissioner's office for issuance of your work permit. Work permits will be issued and mailed to you. Van Nuys offers same-day processing.
5. 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	Mobile Phone Number	Email Address				
Grade Level	School Attending					
Date of Birth	Age	Height ft. in.	Weight lbs.	Hair Color	Eye Color	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<p>STATEMENT OF PARENT OR GUARDIAN: 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 X			

SCHOOL RECORD

TO BE COMPLETED BY SCHOOL AUTHORITIES ONLY: Circle "SATISFACTORY" or "UNSATISFACTORY" for each category.

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>		
Authorized School Official, Signature and Title X		Date Signed
School Address		School Phone Number
[School Seal, Stamp, Address Stamp OR Letter on Signed & Dated Letterhead] REQUIRED		

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 _____. In my opinion, (please check) <input type="checkbox"/> HE / <input type="checkbox"/> SHE <input type="checkbox"/> IS / <input type="checkbox"/> IS NOT physically fit to be employed on any motion picture set or location. If less than one month, infant <input type="checkbox"/> IS / <input type="checkbox"/> IS NOT at least 15 days old, <input type="checkbox"/> WAS / <input type="checkbox"/> WAS NOT carried to full term, and <input type="checkbox"/> IS / <input type="checkbox"/> IS NOT physically able to perform.</p>		
Signature X _____		M.D. Date Signed _____
PLEASE USE DOCTOR'S OFFICE STAMP ON APPLICATION TO ENSURE AUTHENTICITY.		

Entertainment Work Permit Required Documents

Infants through kindergarten aged children:

- New registrants for entertainment work permits in this age range must provide one of the following: (copies only, please do not send original documents)
 - Certified Birth Certificate
 - Baptismal Certificate
 - Official letter from hospital where the minor was born attesting to the birth date
 - Passport
- For infants younger than one month:
 - 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; and that the infant's lungs, eyes, heart and immune systems are sufficiently developed.

School-aged minors:

If the minor is in grades 1 through 12, in addition to completing the entertainment work permit application, the parent/guardian must obtain an authorized school official's certification stating that the minor's attendance, health, and scholastic records are satisfactory. The certification must contain the school or school district's seal or stamp. If no seal or stamp is available, a signed and dated letter on official school or district letterhead may be attached.

- For online applications, upload watermarked forms from within your account. Only watermarked documents will be accepted for certification with online applications.
- School Record information is required for grades 1 through 12.

School Form (This Form NOT VALID Online) : [FWP School Form](#) – PRINT this APPLICATION

When school is in session, the application must be completed and dated during the current school session by an authorized school official, and must contain the school or school district's seal or stamp.

When school is not in session, the application may be accompanied by a copy of the minor's report card with the most recently achieved attendance and grades, or a letter from an authorized school official on school letterhead, indicating that the minor has "satisfactory" status in all academic subjects, health and attendance.

Homeschool Requirements

Online, Virtual, Private School:

The main office of the homeschool program or organization must complete the School Record Form or write a recently signed and dated letter on official school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance.

Homeschool (no program):

The School Record Form must be completed by the parent or 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.

This application is for Mailing

This application can only be used for online service

This form NOT VALID Online

THIS IS NOT

Mail-in / Walk-in form

STATE OF CALIFORNIA
Division of Labor Standards Enforcement

Online form

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT

APPLICATION FOR PERMIT TO WORK IN THE ENTERTAINMENT INDUSTRY
SCHOOL FORM

APPLICATION FOR PERMISSION TO WORK

PROCEDURES FOR OBTAINING WORK PERMIT - NEW AND RE-ENTRY:

1. Parents/Guardians must complete the information required below.
2. School authorities must complete the "School Record" section to the best of their ability. No copies permitted.
3. For minors 15 days through kindergarten, please attach a photo. See reverse side for other documents that may be accepted.
4. Mail or present the completed application to any Labor Counsel. Work permits will be issued and mailed to you. Van Nuys offers a "Mail-In" service.
5. Please provide a pre-addressed, stamped envelope to the permit holder.

Name of Child: _____

Permanent Address: _____
Number: _____ Street: _____

Home Phone Number: _____ Mobile Phone Number: _____

Grade Level: _____ School Attending: _____

Date of Birth: _____ Age: _____ Height: _____ Weight: _____

Name of Minor: **TEST EXAMPLE** School Form 51

Address: **6150 VAN NUYS BLVD.** City: **VAN NUYS**

School: **SCHOOL NAME HERE**

Date of Birth: **01/01/2005** Height: **4' 10"** Weight: **100 lbs** Hair: _____

STATEMENT OF PARENT OR GUARDIAN: It is my duty to ensure the child is safe and healthy. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct.

Making sure ALL GREEN complete buttons are done THEN SUBMIT AND SAVE

REGISTRATION SERVICES

Disclaimer **Completed**

Parent/Guardian Information **Completed**

Minor Information **Completed**

Registration Duration **Completed**

School Information **Completed**

Medical Information **Completed**

Download Documents To _____

Disclaimer

Save & Exit Save

By entering the date and entering your name, you are electronically signing and certifying that it is your desire that an entertainment work permit be issued to the child listed on this application. You also agree to read the rules governing such employment and to cooperate to the best of your 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.

ANY MATERIAL MISREPRESENTATION IS GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF A PERMIT.

Disclaimer Confirmation

* I Agree

Yes

* Enter Your Name

The name entered should match the full name on the individual's driver's license.

Save & Exit Save

Next

Entertainment Industry Sexual Harassment Prevention Training Requirements

Entertainment Work Permit Applicants:

Applicants for entertainment work permits between 14-17 years of age (age-eligible minors) must complete training in sexual harassment prevention, retaliation, and reporting resources using the online training course made available on the internet website of the [Department of Fair Employment and Housing \(DFEH\)](#) prior to obtaining an entertainment work permit.

Requirements

The parent or legal guardian of an age-eligible minor must ensure that the minor completes the sexual harassment prevention training using the online training course made available on the [DFEH's internet website \(https://www.dfeh.ca.gov/shpt/\)](https://www.dfeh.ca.gov/shpt/) pursuant to Section 12950.1 of the Government Code.

The minor must be accompanied by a parent or legal guardian during the training.

The parent or legal guardian must certify to the Labor Commissioner that the training has been completed. (certification form attached)

Applicants must provide satisfactory proof of sexual harassment prevention training to the Labor Commissioner in the form of a **certificate of completion** from the DFEH's internet website.

Training for each age-eligible minor, accompanied by their parent or legal guardian, shall be in the language understood by that person, whenever reasonably possible.

The sexual harassment prevention training must be completed every 2 years from the most recent completion date.

Options for 13-year-old minors turning 14

Applicants for entertainment work permits who are 13-year-old and will reach their 14th birthday during the six-month permitting period have the following options:

1. Apply for a permit which will expire on the minor's 14th birthday; or
2. The Labor Commissioner will issue permits to minors at least *13 years and six months of age*, who provide satisfactory proof of sexual harassment prevention training, pursuant to the above requirements, as an age-eligible minor.

***Effective 9/25/2020: Only the DFEH's training certificates will be accepted.**