

PROCEDURES FOR OBTAINING AN ENTERTAINMENT WORK PERMIT

NEW:

- 1.) **Application Form:** Obtain from any DLSE office or off the Internet at <http://www.dir.ca.gov/dlse/DLSE-Forms-CL.htm>
- 2.) **Parent/Guardian:** Complete all requested information on front of the application. Please be sure to print and sign your name.
- 3.) **School Record Information:** To be completely filled out by an authorized school district official. The school/district seal or stamp **must** be affixed.

REQUIREMENTS FOR NON-SCHOOL AGE CHILDREN

One of the following is required:

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

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**, (e.g., school break, vacations, holidays), either the minor's most recent report card or a letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

If a minor is from out of state, either the minor's most recent report card or a letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

Entertainment permits that are issued based on report cards will be effective only when school is not in session. Please include a preaddressed stamped envelope so that the permit can be mailed to you.

Every infant under one month of age must have a written certification from a licensed physician and surgeon who is board-certified in pediatrics which provides that the infant is at least 15 days old, and in his or her medical opinion, the infant was carried to full term, was of normal birth weight, is physically capable of handling the stress of filmmaking, and the infant's lungs, eyes, heart, and immune system are sufficiently developed to withstand the potential risks.

RENEWAL:

- 1.) Complete the application.
- 2.) Send a copy of the old permit with the application to DLSE.
- 3.) Enclose a preaddressed stamped envelope for return of the permit.
- 4.) If school is not in session, see above instructions.
- 5.) If school is in session, have an authorized school official complete and sign the "school record" section of the application. The school/district seal or stamp **must** be affixed.

THERE IS NO FEE

SOCIAL SECURITY NUMBER IS NOT REQUIRED

APPLICATIONS CANNOT BE PROCESSED VIA FAX

