

Procedure for obtaining a California Child Entertainment Work Permit

California minor work permit service is available through Children In Film.
For information call 1-866-901-0082

New Applicants

Application Form

Obtain an application form from any of the Division of Labor Standards Enforcement ([DLSE](#)) offices or from the [ChildrenInFilm.com](#) website.

Parent/Guardian

Complete all requested information on the front of the application form, print, and sign your name where indicated.

School Record

This section must be completely filled out, signed, and stamped/sealed by an authorized school official (i.e. teacher, principal, guidance counselor, etc.) If your school does not have an official “seal” or “stamp”, please have them attach a letter, printed on official school letterhead stating that “your school does not have a seal or stamp, however this application form is still valid”.

When school is *IN SESSION*, the application form must be completed and dated during the current school session by an authorized school official. The DLSE does not accept applications dated more than 30 days old.

When school is *NOT IN SESSION*, (i.e., spring 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. Permits issued based on report cards will only be effective when school is not in session.

Home-schooled minors must show proof of enrollment in a home school program recognized by the minor’s state of residence or provide proof of a valid private school affidavit on file with the Department of Education. Parents cannot simply sign their name as the child’s home schoolteacher as additional information is required. If your state does not regulate home schooling, you must provide the DLSE with a copy of the laws governing home schooling in your state. Current employment law in California requires that you provide evidence that what you are doing is legal.

Non-School Age

Non-School age children are required to attach **one** of the following in lieu of completing the school record portion of the form:

- a. Certified Birth Certificate
- b. Baptismal Certificate
- c. Official letter from hospital where child was born
- d. Passport

Health Record (Infants Only)

Infants under one month of age must have a licensed pediatric physician and surgeon certify, "The infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of a film set."

Send Your Application

You have two options. Mail the application form to the DLSE or use the permit service.

DLSE PROCESSING – Free of Charge

You can send your permit directly to the DLSE office nearest you and your permit will be returned by mail free of charge. **You must include a preaddressed, stamped envelope with your application form.** Turn around time is usually within three business days of receipt of your original application form by the DLSE. If your application form is incomplete it will be returned to you for corrections. The Labor Commission does not keep records of your permit order. If you do not receive your permit within one month, you should re-apply. Permits are may be issued over the counter at some DLSE locations. Please contact the specific office for more information. [Click Here for a complete list of offices.](#)

PERMIT SERVICE - Fee Applies

If you need fast, accurate service with progress tracking and rush shipping, call Children In Film toll free at 866.901.0082 for information and rates. Turn around times vary depending on minor's state of residence but can occur in as little as 24 hours. Copies of valid permits are kept on file in the Children In Film office and Children In Film will send you a renewal notice approximately one month prior to the permit expiration date.

Renewals

To renew your permit, simply check the box on the application form marked renewal, attach a copy of your old permit and follow the instructions above.

Graduated Minors

Minors who have graduated high school or have obtained a high school proficiency certificate do not need an entertainment work permit and should carry a copy of their diploma, GED or equivalency certificate with them in lieu of a work permit.

Coogan Trust Document

Your California minor work permit shall be void 10 business days from the date of issuance unless a "Coogan trust document" is attached evidencing the establishment of a "Coogan" or blocked trust account for the benefit of the minor. For more information on Coogan accounts, visit the California page at www.ChildrenInFilm.com.

- **A SOCIAL SECURITY NUMBER IS NOT REQUIRED FOR AN ENTERTAINMENT WORK PERMIT** •
- **APPLICATION FORMS CANNOT BE PROCESSED VIA FAX** •