



*State of New Jersey
Department of Labor & Workforce Development
Division of Wage & Hour Compliance
School to Careers / Child Labor Unit*

**P.O. Box 389
Trenton, NJ 08625-0389
Tel: 609-292-8228 or 609-292-8168
Fax: 609-984-1279**

THEATRICAL PRODUCTION APPLICATION

(For compliance with New Jersey State Child Labor Laws)

New Jersey Child Labor Laws require the completion of this Production Application by the production company employing minors in a Theatrical Performance. In addition, a New Jersey Theatrical Permit A-310 must be completed for each minor, and this requires the parent and minor to appear before a New Jersey School Issuing Officer in order to secure. Both forms must be submitted to the Division of Wage and Hour Compliance, School To Careers/Child Labor Unit, prior to rehearsal, production or performance, no exceptions.

The New Jersey Child Labor Law requires that the minor will be under the direct care and supervision of an adult who is a parent, guardian or a representative of the employer, named in the application at all times during his employment or while living away from home when required as an incident of such employment.

N.J.S.A.34:2-21.57et seq. - Theatrical Production means and includes stage, motion picture and television performances and rehearsals. Employers are required to attain a Theatrical Permit (A-310) for all minors, under 16 years old, or an Employment Certificate (A-300) for all minors, age 16 to their 18th birthday. A completed copy of A-300 or A310 signed by the School Issuing Officer must be in the possession of the employer on set for the entire production.

Production (check one):

- | | | | |
|--------------------------|-------------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Theatrical (Stage Production) | <input type="checkbox"/> | Television/Series |
| <input type="checkbox"/> | Motion Picture | <input type="checkbox"/> | Commercial |
| <input type="checkbox"/> | Community Production | <input type="checkbox"/> | Game Show |
| <input type="checkbox"/> | School-Sponsored Internship | <input type="checkbox"/> | Student Film |

Please attach portions of script that pertain to minor's performance, in order to describe the exact work a minor will perform:

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(Name of Production)

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(Name of Production Company/Employer)

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(Producer's Name)

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(Director's Name)

EMPLOYER

Production Co. Address	
City, State, Zip	
Telephone	
E-mail	
Fax	
Contact Person/Title	

--

(Dates of Performance in New Jersey. Include Production Schedule.)

LOCATION *If more than one site please list separately.

Site of Performance	
Address	
City, State, Zip	

PERFORMERS: *If more than one please attach separate list.

Names of all Child Performers, including extras.

List Minor's name, address, phone number and birth date.

THEATRICAL PERMIT –A-310 and Employment Certificate A-300

Theatrical Permit A-310 is needed for each minor, including extras, whether paid or unpaid. Theatrical Permits or Employment Certificate must be secured prior to rehearsal, production or performance. To acquire a Theatrical Permit or Employment Certificate, the minor and their parent must contact a School Issuing Officer at the following locations:

NJ RESIDENT: Acquire from the minor’s local School District Issuing Officer where the minor resides, if minor resides in New Jersey.

NON-RESIDENT: Acquire from the local School District Issuing Officer where the production will take place.

NOTE: Locate a School District at www.nj.gov/education and call ahead for availability.

School Attendance:

If the production is conducted on a school day, it is the parent’s responsibility to contact the school that the minor attends and determine from the minor’s teacher and principal what the “equivalent education” will be. Please have the principal put this in writing in the form of a letter to the parent and have the parent give this to the New Jersey School Issuing Officer and the production company representative.

NOTE: If the principal requires a tutor to satisfy the “equivalent education” standard as stipulated by the New Jersey Child Labor Law, then the production company must provide the tutor.

Parents must provide School District Issuing Officer with the following documentation:

1. Proof of age (birth certificate),
2. Proof of a recent physical (include a visual acuity test if minor is under 8 years old.
3. Social Security Card
4. Alien registration card or permit to work in this country, if minor is not a citizen.
5. Letter from parent authorizing minor to work in production, and add statement identifying the adult parent, guardian or company representative who will supervise the minor during the production.
6. Letter from school principal where the minor attends indicating that both parent and school discussed “equivalent education” and list what is being required.

NOTE: If the principal requires a tutor to satisfy the “equivalent education” standard in the New Jersey Child Labor Law, then the production company must provide the tutor.

ATTACH COPIES OF THE FOLLOWING TO THE PRODUCTION APPLICATION:

- State of New Jersey - Theatrical Permit A310 for each minor
- Birth Certificate or Proof of Age for each minor
- Physician’s Certificate for each minor
- Visual Acuity Test, if minor is under 8 years old.
- Alien Registration Card or permit to work in this country.
- Letter from parent or guardian granting permission to perform and listing the adult parent, guardian, or employer representative who will supervise minor during production. This letter needs to be signed and dated by parent.
- Letter from School Principal where minor attends school, describing the “equivalent education standard required by the school.
- Name of School Tutor, Address, and Telephone Number, if work is performed when school attendance is required, and tutor is required by minor’s school principal.
- Description of work each minor will perform and describe any hazards in proximity to minor’s performance.
- Prior to production daily start/stop time schedule (minor’s call sheet/performance schedule) is required for each minor.
- Proof of Employer’s Worker Compensation Insurance
- Federal Employer’s Identification Number (FEIN Number.)
- Registered Agent for Legal Process in New Jersey – Name, Address, Telephone Number.

Wage Payment: New Jersey does not require Trust Fund Accounts, “Coogan Law.” If minors are residents of states where the Trust Fund Accounts, “Coogan Law,” applies, please check with that state to confirm whether trust fund payment procedures apply.

Motion Pictures, Television, Commercials and Other Films:

Permitted Hours of Work: Not to exceed -2 performances a day, 8 performances a week, 6 days a week, 5 hours a day, 24 hours including rehearsal time, in a week. Combined hours of school and theatrical performance time shall not exceed 8 hours in any day. Work Hours: 5-Hours of rehearsal and performance, and 3-Hours of rest, meal, and education.

Minors in Theatrical productions will not be employed before 7 a.m. or after 11:30 p.m.

Name	Date	Start Time	Stop Time

Will all minors be paid for their performance, Yes No , if not list exception?

Will a nurse be present on set? Yes No

Is there use of any explosives, pyrotechnics, sparklers, flammable liquids or other hazards in performance, and if so, please provide copy of local permits. Yes No

Where is the minor during this time?
—

If the production is related to the film industry, what is the potential rating for this film?
—

****Include any additional information to detail the work that the minor will perform:**

CONDITIONS OF EMPLOYMENT:

Minors under 18 years old are not permitted to be involved in any type of prohibited performance as defined in N.J.S.A. 34:2-21.57, N.J.S.A. 34:2-21.63a and N.J.A.C. 12:58-4:14.

Minors under 18 years old are not permitted to appear in any “Prohibited performance.” Prohibited performance means and includes appearances as a rope or wire walker or rider, gymnast, wrestler, boxer, contortionist, acrobat, rider of a horse or other animal unless the minor is trained to safely ride such horse or animal or rider of any vehicle other than that generally used by a minor of the same age, or appearance in any illegal, indecent or immoral exhibition, practice, or theatrical production or in any practice, or theatrical production or in any practice, exhibition or theatrical production dangerous to the life, limb, health or morals of a minor, or appearance or exhibition of any physically deformed or mentally deficient minor.

While performing in the State of New Jersey, all New Jersey State Child Labor Laws, New Jersey Wage and Hour Laws and New Jersey Wage Payment must be abided by for all Theatrical Performances.

I have read all laws and regulations pertaining to the Theatrical Industry as listed under The New Jersey Child Labor Law, N.J.S.A 34:2-21.57 through N.J.S.A.34:2-21.64, inclusive, and agree to abide by all laws and regulations as stated.

Name (Print)

Signature

Title

Date

Stage Performance:

Permitted hours of work: Not to exceed -2 performances a day, 8 performances a week, 6 days a week, 5 hours a day, 24 hours including rehearsal time, in a week. Combined hours of school and theatrical performance time shall not exceed 8 hours in any day. Work Hours: 5-Hours of rehearsal and performance, and 3-Hours of rest, meal, and education.

Minors in Theatrical productions will not be employed before 7 a.m. or after 11:30 p.m.

Name	Date	Start Time	Stop Time

Will all minors be paid for their performance, Yes No , if not list exception?

Will a nurse be present on set? Yes No

Is there use of any explosives, pyrotechnics or sparklers in performance, and if so, please provide copy of local permits. Yes No

Where is the minor during this time?

****Include any additional information to detail the work that the minor will perform.**

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Name (Print)

Signature

Title

Date