

Talent Agency License Application Guide

**Division of Labor Standards Enforcement
09/29/2016**

This guide is intended to be used as a reference or checklist while the applicant fills out the application. While this information will be relevant to the paper version of the Talent Agency License application, this guide is organized according to the layout of the online application form. The online version of the application consists of 4 tabs or pages. This guide provides a detailed explanation of the various sections of each page. Following the explanation will be an image of that screen with a corresponding label for each section referenced in the guide.

Note that this guide mentions forms which are required to obtain necessary documentation. The online guide has links to the necessary forms and, where applicable, sample forms. It is the applicant's responsibility to properly file the necessary forms and obtain the required documentation before completing the Talent Agency License application.

Please complete the Talent Agency License application online at:

<https://permits.dir.ca.gov/TalentAgency/index.jsp>

Most of the required forms can also be found on this webpage.

List of Tabs/Screens:

Tab/Screen 1: Application

Tab/Screen 2: Company

Tab/Screen 3: Questionnaire

Tab/Screen 4: Certification

This following list shows the forms that you might be asked to upload in order to complete your application. You will need to scan the document(s) to your computer and saved a copy of it so you can upload that file, if requested.

- 1) Workers Compensation Insurance documents.
- 2) Talent Agency Bond document.
- 3) Copies of your Fictitious Business Name Statements, if using DBA's.
- 4) Copy of your Articles of Organization, if company is an LLC.
- 5) Copy of your Articles of Incorporation if your company is a Corporation.
- 6) Copy of your Statement of Domestic Stock if your company is a Corporation.
- 7) Copy of your Premise Certification.
- 8) Copy of your Fees Schedule.
- 9) Copies of the contracts between the artist and your talent agency.
- 10) Business Tax Registration Certificate showing the residence address.
- 11) Statement of Information for Limited Liability

Talent Agency Licensing Explanation

Section	Create a New Application	Explanation
1A	Name of legal entity	Input the legal entity name registered with the California Secretary of State's office for LLCs and corporations. If the applicant is a sole proprietor or a partnership, use the name that appears on the applicant's drivers' license. Make sure to spell the name correctly.
1B	Main office address	Enter the physical address of the main office.
1C	(Add button) Please enter branch locations and or any DBAs	Clicking on the "Add" button opens the pages needed to fill out if you have other branch offices or are doing business under a fictitious name or DBA click on the ADD button.
1D	Save and Close	If you have not finished completing this page and need to return to it later, click on Save and Close. If this page is left open and not used for more than 20 minutes, the page will automatically shut down and you will lose all your information.
1E	Save and Next	If you have completed filling out all the information on this page, click on Save and Next to continue to the following page.
1F	Office Location or DBA	Choose office location or DBA, to open appropriate page.
1G	Office Location	Enter branch office address and phone number.
1H	DBA	Upload copy of file fictitious business name statement

Below is a sample screenshot of the first page of the online application. The circled portions correspond to the sections of the explanation on the previous page. Note that you must fully complete the application. A portion may not be circled, because it is straight-forward and so requires no explanation. This does not mean that it does not need to be filled out.

Talent Agency Licensing - Application

Please enter the information requested below

Company:

Name of legal entity * 1A

Main office address * 1B

City * State * Zip code * Business phone * Mobile phone

Same as main office

Preferred mailing address *

City * State * Zip code *

Business phone * Mobile phone

Email address * (DLSE uses this to communicate with applicant)

Please enter branch locations (other than the main location) and/or any DBA(s) by selecting the Add link below. *

Function	Type	Address	Phone	DBA Name	FBNS
Add 1C					

(Click the "Add" link below to enter each of your branch office locations or DBA's)

Save And Close 1D Save And Next 1E

Location or DBA Information - Fill in all fields below

Please choose a type *

Office location DBA 1H

DBA name *

Click the link below to upload a copy of your Fictitious Business Name Statement * [Upload copy of Fictitious Business Name File](#)

Cancel Add

Location or DBA Information - Fill in all fields below

Please choose a type *

Office location 1F DBA

Cancel Add

Section	Legal Entity page	Explanation
2A	Legal Entity	Select the appropriate business type. If the applicant is a corporation or LLC, more information will be required on the next screen.
2B	Business Tax Registration Certificate	This certificate is issued by the city where your business is located in. This is required if your business is located at a business residential location.
2C	Corporation or LLC ID Date Formed / Organized Corporation / LLC Name	If the applicant is incorporated or an LLC, provide the entity number or corporate ID, the date of incorporation or organization, and the name (with correct spelling) of legal entity registered with the California Secretary of State.
2D	Statement of Information	If the applicant is a corporation, upload a copy of the Statement of Information submitted to the California Secretary of State's office
2E	Articles of Incorporation/Organization	If the applicant is an LLC, upload a copy of the Articles of Incorporation/Organization submitted to the California Secretary of State's office.
2F	Is the Corporation or LLC in good-standing with California Secretary of State?	Make sure to select N/A if the applicant is not a corporation.
2G	Ownership/Corporate Officers/ Financial Interest	Provide all owners' personal information, references and Live Scan.
2H	Management	Provide managers' personal information, references and Live Scan.

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Application **Company** Questionnaire Certification Fees Defect Notes


Company - Corp/LLC

Legal Entity: * Applicant's form of legal entity (check one) **2A**

Sole Proprietorship (individual) Partnership Limited Liability Company Corporation

Is your business located at residential location ? * Yes No

If Yes you are required to upload a copy of your Business Tax Registration Certificate showing the residence address by clicking the link below :
[Click to upload Business Tax Registration Certificate](#) **2B**

Corporation or LLC ID * Date Formed / Organized * 

Corporation / LLC Name * State of Incorporation * **2C**

Upload copy of your **Statement of Information** **Required if Corp)** **2D** [Upload copy of Statement](#)

Upload copy of your **Articles of Incorporation/Organization** * **2E** [Upload copy of Articles](#)

Is the Corporation or LLC in good-standing with California Secretary of State? Yes No N/A **2F**

If No Explain

Ownership / Corporate Officers / Financial Interest **2G**

Enter the information of all owners, partners, corporate officers and LLC members of the Talent Agency business. If partnership, please enter full name, residential addresses, and social security numbers of all partners.

- Click the Add Individual link below to add a person -

[Add Individuals](#)

Management : **2H**

Enter full names, residential addresses, and social security numbers of all persons employed by the applicant who exercise management responsibility over any Talent Agency operated by applicant's forms of legal entity.

- Click the Add Management link below to add managers who are not already listed as owners above.-

[Add Non-Owner Management](#)

Ownership - Fill in all fields below for owners, partners, corporate officers and financial interest

First Name *	Middle Name	Last Name *	Birth Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title *	% owned	SSN or Tax ID *	Confirm SSN or Tax ID *
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>
Birth city *	and State *	Driver's License/ID # *	Please upload a copy of your driver's license or ID *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Upload Copy of D.L. or ID

Home Address * (PO Box not allowed)	Email address *		
<input type="text"/>	<input type="text"/>		
City *	State *	Zip code *	Spouse name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone *	Cell phone	Explain spouse participation in business	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Mailing address: Same as home address

Address *

City * State * Zip code *

List occupations for the last 2 years *
(If currently employed with this employer please use today's date as the end date)

Employer *	Occupation *	Start date *	End date *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *	City *	State *	Zip code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remove](#)

Click the button to add another employment row

References - Fill out the following information

Reference must be a non-relative that you have known for more than two (2) years. *

First name *	Middle name	Last name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home address * (PO Box not allowed.)		
<input type="text"/>		
City *	State *	Zip code *
<input type="text"/>	CA <input type="text"/>	<input type="text"/>
Employer *		
<input type="text"/>		
Email address		
<input type="text"/>		
Home Phone *		
<input type="text"/>		

Section	Questionnaire page	Explanation
3A	Questionnaire	Please answer all of the yes or no questions
3B	Space for writing answer	Please provide an explanation if the applicant checked “yes” for ANY of the questions
3C	New applicants are required to upload sample copy of Non-Exclusive and Exclusive Contracts	The contract samples provided contain approved language and provisions required by California law.
3D	Schedule of Fees to be used	The sample schedule of fees contains the legally required language.
3E	You must attach your bond information	NEW APPLICANTS must attach scans of all the original signed bond documents. Renewal applicants need only provide proof of a current bond. The information must match what is listed on the application.
3F	Surety Company and Effective Date	The information must match what is in the attachment. Even though the application asks only for the effective date of the bond, the bond must be current. The attachment must contain proof that the bond is current.
3G	Worker Compensation Insurance certificate	Upload a scan of the applicant's workers' compensation certificate. The carrier's name and expiration date must match that listed on the workers' compensation certificate. It must be valid through the next license period.

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Application	Company	Questionnaire	Certification	Fees	Defect	Notes
Questionnaire 3A						
1) Does any person named in the Owner, Management or Financial Interest sections presently: *						
A) Owe an employee any unpaid wages? _____ →			<input type="radio"/> Yes <input type="radio"/> No			
B) Have an unpaid judgment outstanding? _____ →			<input type="radio"/> Yes <input type="radio"/> No			
• If "Yes" to any of the above, provide details below, indicating the kind of business and explain the circumstances below.						
<input type="text"/>						3B
2) Will the business of this talent agency be conducted in connection with any other business? * _____ → <input type="radio"/> Yes <input type="radio"/> No						
• If "Yes" indicate the kind of business and circumstances in the box below.						
<input type="text"/>						
3) Have any of the Owners, Managers and/or Financial Interest persons listed in this application ever plead guilty, nolo contendere or been convicted of a crime, either misdemeanor or felony? * _____ → <input type="radio"/> Yes <input type="radio"/> No						
• If "Yes" please explain the circumstances in the box below.						
<input type="text"/>						
4) Have any owners ever had any license or permit issued by an agency of the state of California suspended, revoked, denied or had any disciplinary action of any nature imposed on them in connection with the holding of any such license or permit? * <input type="radio"/> Yes <input type="radio"/> No						
• If "Yes" indicate the type of license/permit, date, place and circumstances in the box below.						
<input type="text"/>						

5) Have you ever operated an Artist's Management Agency, Theatrical Employment Agency, Musician Booking Agency, Talent Agency firm? * Yes No

• If "Yes" indicate the type of license, effective dates and the name of the business below

6) Is this application for a new license? * Yes No

You are only required to upload any contracts, schedules or bonds below if they are new or have changed from a previous submission.

7) Will the Talent Agency have sub-agents or any other employees? * Yes No

If "Yes" you will be required to fill out the Worker's Compensation Insurance section later in this application.

8) New applicants are required to upload a sample copy of the Non-Exclusive or Exclusive contracts between the artist and the agency for approval. You can download sample copies of those documents here [Sample Copy of Non-Exclusive Contract](#) [Sample Copy of Exclusive Contract](#) 3C

All contracts must contain the provisions set forth in section 12001 of the California Code of Regulations.

To upload a sample contract, scan a copy to your computer and click the link below to complete the file upload.

9) New applicants are required to upload a copy of the Schedule of Fees to be used. The Schedule of Fees must, at a minimum, contain the language specified in the sample Schedule of Fees you can download here [Sample Schedule of Fees](#) 3D

Note - No Talent Agency shall collect a registration fee from an artist. (California Labor Code section 1700.40 a)

To upload a copy of your Schedule of Fees, scan the document to your computer then click the blue link below to upload the file.

3E

10) You must attach your bond information. 3F

You can download a sample copy of a bond form here [Sample Copy of Talent Agency Bond Form](#)

Surety Company * Effective Date

11) If there are employees other than the owner(s), a copy of your WCI (Workers Compensation Insurance) certificate must be attached. * 3G

A) Please attach a copy of your WCI by clicking the link here 3G

WCI Carrier * Expiration Date *

 Approved

Section	Certification	Explanation
4A	Premises Certification, Relevant Statutes, Enforcement Offices DLSE	Click on the links to download the required documents.
4B	Box - I certify that all the content in this application is true and that this e-signature is both legal and binding	Make sure to check this box.
4C	Full name	Please be sure the name matches the name that appears on the applicant's driver's license.
4D	Title	Make sure this field is filled in.
4E	Submit and Pay	Click Submit and Pay
4F	Pay Fees	Click on EFT or Credit to pay license fees.
4G	Submit Confirmation	Confirmation Notice that the application has been successfully submitted

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Premises Certification

I hereby certify that the premises from which I shall conduct business as a Talent Agency fully complies with section 1700.9(a) of the California Labor Code read as follows:

- No license shall be granted to conduct the business of a talent agency: (a) In a place that will endanger the health, safety or welfare of the artist.

I also certify that a copy of the my fee schedule, a copy of relevant statutes (furnished below) and a list of enforcement offices of the Division of Labor Standards Enforcement (furnished below) will all be downloaded from the link below, filled out and signed if necessary and are all posted, on a permanent basis, at the address(es) that appears/appear on my application and license as required by Labor Code sections 1700.24 and 1700.28.

Use the links below to download copies of the documents mentioned above. You can then print copies of the documents. You are required to fill out and sign the Premises Certification and post all of these documents at the address(es) that appear on your application and license.

1. Premises Certification → [Premises Certification](#) 4A
2. Relevant Statutes → [Relevant Statutes](#)
3. Enforcement Offices of the DLSE → [Enforcement Offices DLSE](#)

Click the link below to upload a completed copy of your Premises Certification*
[Upload copy of Premises Certification Form](#)

Applicant hereby acknowledges that I/we are aware of and agree to comply with the provision of Labor code section 3700 that requires every employer to secure the payment of compensation for liability under the state's worker compensations law. Applicants hereby submit proof that the payment of compensation for liability under state worker's compensation law has been secured in a lawful manner.

I/We agree to operate as a talent agency in compliance with the provisions of the California Labor Code and with the Rules and Regulations issued by the Labor Commissioner of the State Of California.

Applicant understands and acknowledges that any misrepresentation, falsification, or material omission on this application or any document submitted in connection herewith is grounds for denial of this application or subsequent revocation of license.

The undersigned hereby certify under penalty of perjury the statements made and information provided on this application are true and correct and the applicant is in complete compliance with the local government's business licensing and regional regulatory requirements.

ANY MATERIAL MISREPRESENTATIONS IS GROUNDS FOR DENIAL, OR SUBSEQUENT REVOCATION OF A LICENSE.

SIGNATURE :

(The individual owner or partner with authorization to speak for the company must sign. If business is a corporation or limited liability company, an authorized corporate office or member may sign.)

I certify that all of the content in this application is true and that this e-signature is both legal and binding. 4B

Full name 4C Title * 4D Time & date stamp

- Back
- Save And Close
- Save
- Save And Next

Talent Agency Licensing - Submit Application

By clicking on the submit and pay button below, you have completed the application for a Talent Agency Licensing. Once your application has been reviewed, you will be sent an email informing you that your license has been approved or needs more information in order to be approved. If your license application is defected because of incomplete information, you will be allowed to resubmit the application with the required changes. To do so, click the Edit button on the Main Menu, make the necessary changes and resubmit your license application.

- Back
- Submit and Pay 4E

Pay Fees

- * Review the required fees and amount due.
- * Click on the credit or EFT button to proceed to the payment screen.
- * Otherwise, click Back to exit to the previous screen.

My Cart		
Quantity	Item Description	Amount
1	Main Office License Fee	\$225
0	Branch Office License Fee	\$0
1	Filing Fee	\$25
	Subtotal	\$250

By clicking on submit below, I understand the fees paid are non-refundable, even if I am not issued a license.

4F

Total Amount

250.00 USD

Please select payment method

Total Amount 250.00 USD

All payment information are encrypted and transmitted only via a secure 256bit SSL (Secure Socket layer) connection.

American Express
 Diners
 Discover
 



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Submit Confirmation 4G

You have successfully submitted your Talent Agency License application.
Thank you,
Licensing and Registration Unit