

## PROCEDURES FOR OBTAINING AN ENTERTAINMENT WORK PERMIT

- There are two types of Entertainment Work Permits available for minors:
  - A 6 Month Entertainment Work Permit – This permit is renewable every 6 months while a minor is under 18 years old. In addition to completing an application, the parent or guardian must submit supporting documents which vary depending on the age of the minor as described below. This permit can be applied for on-line, by mail or in person at an office of the Division of Labor Standards Enforcement. The web address for the online application process is [www.dir.ca.gov/dlse](http://www.dir.ca.gov/dlse) and click on the “Permits” tab.
  - A 10 Day Temporary Entertainment Work Permit – This is a one-time temporary permit which is issued immediately following completion of the on-line application and payment of a fee for minors from one month up to 16 years old without the birth certificate or school approval normally required for a 6 Month Entertainment Work Permit. This temporary permit can also be obtained for a minor between 15 days and one month old following submission of the Medical Certification by a physician who is board certified in Pediatrics as required by Labor Code §1308.8. This permit is only available for minors for whom an Entertainment Work Permit was not previously issued or minors for whom an Application for Entertainment Work Permit was not previously been submitted (California Labor Code §1308.5). This temporary permit can only be applied for on-line at [www.dir.ca.gov/dlse](http://www.dir.ca.gov/dlse) and click on the “Permits” tab.

### NEW: When applying for an Entertainment Work Permit for a Minor by mail or in person.

- 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:

- 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.

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: When renewing an Entertainment Work Permit for a Minor by mail or in person.**

- 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.

**SOCIAL SECURITY NUMBER IS NOT REQUIRED  
APPLICATIONS CANNOT BE PROCESSED VIA FAX**