Attention Parents & Minors for Entertainment Work Permits NEW REQUIREMENTS FOR SAME-DAY WALK-IN SERVICE

<u>Effective March 2nd, 2020</u>, the same-day walk-in service for Minor's Entertainment Work Permits will only be available to those who submit a letter from a production entity or an audition entity.

The letter <u>must be on official company letterhead from the production</u> <u>entity or the audition entity</u> and must include the following information:

- Minor's name
- · Date minor will be working or auditioning
- Signed and dated by entity writing the letter

Please note: the Entertainment Work Permit Unit <u>will not accept</u> a letter from the minor's agent or manager.

Applications with valid proof for an upcoming job will be expedited and permits will be issued at least 3 days prior to the scheduled job and sent to the email address on file.

Regular applications submitted in person without any upcoming jobs will be processed in the order received.

Please provide a valid email address on the application for the permit to be emailed once processed.

Save yourself time and submit your permit application(s) online. https://mycadir.force.com/registrations/CommunityLogin

Thank you,

Entertainment Work Permit Unit

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