



Central Casting

A Division of Entertainment Partners

Procedure for obtaining a California Child Entertainment Work Permit

NEW APPLICANTS:

Application Form

An application form is included in this packet. You can obtain an additional application form from any of the [Division of Labor Standards Enforcement](#) (DLSE) offices or by visiting their 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, vacation, 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.

Home-schooled minors must show proof of enrollment in a home school program recognized by the minor’s state of residence. Parents cannot simply sign their name as the child’s home school teacher 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 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 born
- d) Passport

Health Record

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."

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 instruction above.

GRADUATED MINOR:

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 equivalence certificate with them in lieu of a work permit.

Send Your Application

You have two options. Mail the application form to the DLSE or use a 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 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 no longer issued over the counter. See attached list of DLSE offices.

PERMIT SERVICE – *Fee Applies*

[Children In Film](#) is an independent service that can assist you in obtaining your permit for a fee. Call the Children In Film office toll free at 866.901.0082 for information and rates or visit their website www.ChildrenInFilm.com. Turn around times vary depending on minor's state of residence but can occur in as little as 24 hours.

SEND YOUR APPLICATION TO THE NEAREST DLSE OFFICE

The DLSE offices and phone numbers are listed below. If you have any further questions please call the DLSE office directly.

Bakersfield

5555 California Avenue
Suite 200
Bakersfield, CA 93309
(661) 395-2710

Eureka

619 Second Street
Room 109
Eureka, CA 95501
(707) 445-6613

Fresno

770 E. Shaw Street
Room 315
Fresno, CA 93710
(559) 244-5340

Long Beach

300 Oceanate
Suite 302
Long Beach, CA 90802
(562) 590-5048

Los Angeles

320 W. Fourth Street
Suite 450
Los Angeles, CA 90013
(213) 620-6330

Oakland

1515 Clay Street
Suite 801
Oakland, CA 94612
(510) 622-3273

Redding

2115 Civic Center Drive
Room 17
Redding, CA 96001
(530) 225-2655

Sacramento

2031 Howe Avenue
Suite 100
Sacramento, CA 95825
(916) 263-1811

Salinas

1870 N. Main Street
Suite 150
Salinas, CA 93906
(831) 443-3041

San Bernardino

464 W. Fourth Street
Room 348
San Bernardino, CA 92401
(909) 383-4334

San Diego

7575 Metropolitan Drive
Room 210
San Diego, CA 92108
(619) 220-5451

San Francisco

455 Golden Gate Ave
8th Floor
San Francisco, CA 94102
(415) 703-5300

San Jose

100 Paseo de Antonio
Room 120
San Jose, CA 95113
(408) 277-1266

Santa Ana

28 Civic Center Plaza
Room 625
Santa Ana, CA 92701
(714) 558-4910

Santa Barbara

411 E. Canon Perdido
Room 3
Santa Barbara, CA 93101
(805) 568-1222

Santa Rosa

50 "D" Street
Suite 360
Santa Rosa, CA 95404
(707) 576-2362

Stockton

310 E. Channel Street
Room 317
Stockton, CA 95202
(209) 948-7770

Van Nuys

6150 Van Nuys Blvd.
Room 206
Van Nuys, CA 91401
(818) 901-5315

COOGAN TRUST DOCUMENT:

You must open up a "Coogan Trust Account" at your local bank. Your California minor work permit should be void 10 business days from the date of issuance unless a "Coogan trust account" is attached evidencing the establishment of a "Coogan" or blocked trust account for the benefit of the minor.

THIS IS NOT A PERMIT

NEW RENEWAL

APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY

PROCEDURES FOR OBTAINING WORK PERMIT

1. Complete the information required below.
2. School authorities must complete the "School Record" section below.
3. For minors 15 days through kindergarten, please attach a certified copy of the minor's birth certificate. See reverse side for other documents that may be accepted.
4. Mail or present the completed application to any office of the Division of Labor Standards Enforcement for issuance of your work permit. Work permits will be issued within 3 business days and mailed to you.
5. Please provide a preaddressed, stamped envelope.

Name of Child				Professional Name (if applicable)							
Permanent Address Number		Street		City		State		Zip Code		Home Phone Number	
School Attending										Grade	
Date of Birth		Age	Height	Weight	Hair Color		Eye Color		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
STATEMENT OF PARENT OR GUARDIAN: It is my desire that an Entertainment Work Permit be issued to the above named child. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding his or her educational, moral and physical interest. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct.											
Name of Parent or Guardian (print or type)					Signature				Daytime Phone Number		

SCHOOL RECORD

State whether "SATISFACTORY" or "UNSATISFACTORY" for each

Attendance		Scholarship (Grades)			Health		
I CERTIFY THAT THE ABOVE-NAMED MINOR: <input type="checkbox"/> Meets the school district's requirements with respect to age, school record, attendance and health. <input type="checkbox"/> Does not meet the district's requirements and permit should not be issued.						[School Seal]	
Authorized School Official				Date			
School Address				School Phone Number			

HEALTH RECORD

Complete this Section if instructed to do so or if infant is under One Month of Age

Name of Doctor		Address			Phone Number	
I certify that I am a licensed physician and surgeon who is Board Certified in pediatrics, and have carefully examined _____. In my opinion, (please circle) he / she is / is not physically fit to be employed in the production of motion pictures and television. If less than one month, infant is / is not at least 15 days old, was / was not carried to full term, and is / is not physically able to perform.						
Signature _____		M. D.		Date _____		
Remarks:						