



## 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 from any of the Division of Labor Standards Enforcement (DLSE) offices or by visiting the DLSE website.

#### **Parent/Guardian**

Complete all requested information on the front of the application form, print it, and sign your name where indicated.

#### **School Record**

This section must be filled out completely, signed, and stamped/sealed by an authorized school official (e.g., Principal or Guidance Counselor). If your school does not have an official “seal” or “stamp,” please have the school attach a letter, printed on official school letterhead, stating that “the school does not have a seal or stamp; however, this application form is still valid.” The form must state that the student has satisfactory grades and attendance.

**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 90 days before receipt.

**When school is NOT IN SESSION**, (i.e., spring break, vacation, holidays), either the minor’s 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. Permits issued with report cards are temporary and valid only while school is out of session.

#### ***Important***

When applying for a California Entertainment Work Permit for a home-schooled child, you must follow California home-school laws and show current (or annual) proof each time you renew.

**The proof must come from a third party. It cannot be created by the parent or teacher.**

Please attach either a private school affidavit, with the most recent grade report OR written verification from either the local school district, county office of education, or state board of education where the minor lives, indicating that the minor is “satisfactory” in all academic subjects, health, and attendance. (For a California home-schooled child, submit a private school affidavit. In addition, the parent must complete the school record.)

## Division of Labor Standards Enforcement Office Locations and Information

### **Bakersfield**

[5555 California Avenue, Suite 200](#)  
Bakersfield, CA 93309  
661.395.2710  
661.859.2462

### **Redding**

[2115 Civic Center Drive, Room 17](#)  
Redding, CA 96001  
530.225.2655  
530.229.0565

### **San Jose**

[100 Paseo de San Antonio, Room 120](#)  
San Jose, CA 95113  
408.277.1266  
408.277.3711

### **El Centro**

[1550 W. Main St.](#)  
El Centro, CA 92243  
760.353.0607  
760.353.2544

### **Sacramento**

[2031 Howe Avenue, Suite 100](#)  
Sacramento, CA 95825  
916.263.1811  
916.263.5378

### **Santa Rosa**

[50 "D" Street, Suite 360](#)  
Santa Rosa, CA 95404  
707.576.2362  
707.576.2459

### **Eureka**

[619 Second Street, Room 109](#)  
Eureka, CA 95501  
707.445.6613  
707.441.4604

### **Salinas**

[1870 N. Main St., Suite 150](#)  
Salinas, CA 93906  
831.443.3041  
831.443.3029

### **Stockton**

[31 E. Channel Street, Room 317](#)  
Stockton, CA 95202  
209.948.7771  
209.941.1906

### **Fresno**

[770 E. Shaw Avenue, Ste. 222](#)  
Fresno, CA 93710  
559.244.5340  
559.248.8398

### **San Diego**

[7575 Metropolitan Dr., Rm. 210](#)  
San Diego, CA 92108  
619.220.5451  
619.682.7221

### **Van Nuys**

[6150 Van Nuys Blvd., Room 206](#)  
Van Nuys, CA 91401  
818.901.5315  
818.908.4556

### **Oakland**

[1515 Clay Street, Suite 801](#)  
Oakland, CA 94612  
510.622.3273  
510.622.2660

### **San Francisco**

[455 Golden Gate Ave., 10th Floor](#)  
San Francisco, CA 94102  
415.703.5300  
415.703.5444

### **San Francisco--Headquarters**

[455 Golden Gate Avenue, 9th Floor](#)  
San Francisco, CA 94102  
415.703.4810

### **Van Nuys – Entertainment Work Permits**

[6150 Van Nuys Blvd., Room 100](#)  
Van Nuys, CA 91401  
818.901.5484

Walk-in service is available at this location.

8:00 am to 4:45 pm – Monday through Friday

Please Note: The Van Nuys office is closed all state holidays and the first three Fridays of every month through the end of June 2010.

**CENTRAL CASTING**

★ EST. 1925 ★

www.CENTRALCASTING.COM

---

## Entertainment Work Permit Information

### DLSE Website: [www.dir.ca.gov/dlse](http://www.dir.ca.gov/dlse)

On the left-hand side, scroll down to and click **Obtain a Child Entertainment Work Permit**. Now scroll down in the text to **Entertainment Work Permits**. Click on **application for permissions to work in the entertainment industry**. This will take you to **DLSE forms – Child Labor**. Select the appropriate form: Application for Permission to Work in the Entertainment Industry (DLSE 277) or Application for Permission to Employ Minors in the Entertainment Industry (DLSE 281).

Please mail your application with a self-addressed, stamped envelope to the District Office located nearest your home. (See the list above.)

### Home-Schooled California Minors

You must have a current private school affidavit on file with the Department of Education and submit verification. You can download the affidavit at [www.cde.ca.gov/sp/ps/rq/ap/affidavit.asp](http://www.cde.ca.gov/sp/ps/rq/ap/affidavit.asp). In addition to the affidavit, you must present the most recent grade report to the Labor Commission.

### Non-School-Age Children

Non-school-age children are required to attach one of the following in lieu of completing the school record portion of the form:

- Certified Birth Certificate
- Baptismal Certificate
- Official letter from hospital where born
- Passport

### Health Record

Must complete only if the minor has a known serious health condition. Infants under one month of age must have a licensed pediatric physician and surgeon certify that 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. The physician must include his stamp with name and address for verification.

### Renewals

To renew your permit, simply check the renewal box on the application form, attach a copy of your old permit, and follow the instructions above.

### Graduated Minor

Minors who have graduated high school or have obtained a high school proficiency certificate do not need an entertainment work permit, but should carry a copy of their diploma, GED, or equivalence certificate with them in lieu of a work permit.

### To 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 mail your permit directly to the Van Nuys DLSE office, and your permit will be returned by mail free of charge. You must include a preaddressed, stamped envelope with your application form. If your application for is incomplete, it will be returned to you for corrections.
- **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 its website [www.Childreninfilm.com](http://www.Childreninfilm.com). Turnaround times vary depending on the minor's state of residence, but can occur in as little as 24 hours.

*Central Casting has no affiliation with the California Division of Labor Standards or Children in Film.*