



Need to Obtain a New or Renew your Entertainment Work Permit?

OBTAIN BY ONLINE WEBSITE:

To get a work permit – GO to this website:

www.dir.ca.gov/dlse/Entertainment-Work-Permit.htm

FIND 'Steps to register':

- Review and gather the [requirements](#) for obtaining a work permit.
- Complete the new application or renew your existing registration [online](#), or by [mail](#).
- You will need to create or enter a Username & Password.
- Once you are in the MY DASHBOARD section select a 'Registration Type (box with arrow pointing down). ENTER - Entertainment Work Permit.
- IF you are renewing be sure the RENEW button is available otherwise we will need to reset your account by contacting the Labor Board by email (let me know)
- Guardians will enter their email address and information
- Enter all of the minor's information correctly.

NEWBORNS (15 days old to 6 months old):

- Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm
- Go online and establish a NEW account for your minor.
- Enter the information and upload the minor's Certified Birth Certificate, Baptismal Certificate, the Official letter from the hospital where the minor was born attesting to the birth date, Passport.
- You will need to upload one of those documents to the website for processing.

INFANTS younger than one (1) month:

- Written certification from a licensed physician board-certified in pediatrics, attesting that the infant is at least 15 days old, was carried to full term, was of normal birth weight, and is physically capable of handling the stress of filmmaking; and that the infant's lungs, eyes, heart and immune systems are sufficiently developed. This document will need to be uploaded with the Birth Certificate to the minors account online.

SCHOOL-AGED MINORS (1ST-12TH GRADE): NEW OR RENEWING ONLINE :

Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm

1. Parents must enter their information.
2. Enter minor's information MAKE SURE its correct sizes and information...
3. If you are NEW you must create a new account for your minor.
4. If you have already established an account, look for the RENEW button so you can go forward. If it is not there let me know we can have the Labor Board RESET your account.
5. Once you are in the system you will enter any updated information into the system. It will populate the information onto the WP application.
6. PRINT the **SCHOOL RECORD** form. Make sure the document you print is clear and has the 'watermark or wallpaper pattern' that says, "**SCHOOL FORM**" printed all on the background of the document. This document is **ONLY FOR ONLINE** processing.
7. Take the WP application to the minor's school for signatures & school stamp. YES, you must go to their school and get someone to sign the document. No Report Cards are accepted while school is in session (in school or online). All signatures from the school must be handwritten and not a stamp. The official school seal or stamp must be stamped on the form as well. All boxes and dates must be marked! Once completed by the school - be sure YOU the parent has also signed & dated the document.
8. **Uploading:** Go back into the online Labor Board system and upload the WP application (.pdf format).



9. **Miscellaneous Documents/School Form #1:** Find this area and upload your WP application. Be sure to LOCK in the document by entering the **UPLOAD & SAVE** button. If there other documents use Form #2 etc...
10. **Finishing:** Be sure to go to the next pages SAVE & SUBMIT & NEXT to the last pages. Change the TAB to indicate you are YES ready to complete the process and SUBMIT. All green buttons (submitting) on the website are marked completed to submit the application should be visible on the left side of the page.
11. You will receive an email indicating they received the WP application.
12. Once this is done it could take up to 2-6 weeks to approve.
13. IF you need to expedite the WP ASAP and are scheduled to work and haven't received it yet, let us know and we will try to help you.
14. **IF school is NOT in session**, the application may be accompanied by a copy of the minor's most recent report card with the most recently achieved attendance and grades, or a letter from an authorized school official on school letterhead, indicating that the minor has 'satisfactory' status in all academic subjects, health, and attendance.

ALL MINORS 14-17 YEARS OLD:

ENTERTAINMENT INDUSTRY SEXUAL HARASSMENT PREVENTION TRAINING REQUIREMENTS:

All minors 14-17 years of age (age-eligible minors) must complete training in sexual harassment prevention, retaliation, and reporting resources using the online training course made available on the internet website of the Department of Fair Employment and Housing DFEH prior to obtaining an entertainment work permit.
www.dfeh.ca.gov/shpt/ - takes one (1) hour, minor and parent together!

Note: The Work Permit application must have the 'wallpaper or watermark' that says '**SCHOOL FORM**' in the background of the document. Labor Board will not accept any other form while obtaining online. See attached sample to this email.

If you have additional documents with your Work Permit, for those in independent studies...there is an area to upload extra documents if needed.

SENDING WORK PERMIT BY REGULAR MAIL:

SCHOOL-AGED MINORS (1ST-12TH GRADE): NEW OR RENEWING - BY MAIL:

- Go to Entertainment Work Permit Labor Board website: www.dir.ca.gov/dlse/entertainment-work-permit.htm
- Take the document to the minor's school. Take this document to the minor's school for signatures & school stamp.
- You must go to their school and get someone to sign the document. No Report Cards are accepted while school is in session (in school or online). All signatures from the school must be handwritten and not a stamp. The official school seal or stamp must be stamped on the form as well. All boxes and dates must be marked! Make sure the parent/guardian signs & dates the document too.

Once completed send the document along with a self-addressed stamped envelope to this address:

**Entertainment Work Permit Unit
6150 Van Nuys Blvd., Room #100
Van Nuys, CA 91401**

OFFICE HOURS:

Monday - 9am - 12pm

Tuesday, Wednesday, Thursday - 9am-4pm

Friday - 9am 12pm

Closed weekends



EMAIL/FAX copy to Studio Kids:

Once you have obtained the Work Permit back from the Labor Board. Be sure to send Studio Kids a copy either by email or fax. We will make your minor active again

The Entertainment Work Permit is FREE. They expire after six (6) months and you will need to repeat the process all over again.

STUDIO KIDS Management

15068 Rosecrans Avenue #198

La Mirada, CA 90638

MAIN PHONE: (562) 902-9838

TEXTING: (562) 444-8712

FAX: (562) 902-0498

Email: Studiokidsmanagement@gmail.com

Website: www.studiokidsmanagement.com

CPS# 000205362



Where to get your Entertainment Work Permit

Obtain your Work Permit REGULAR MAIL

Follow the Work Permit application instructions and mail it with a Self-Addressed Stamped Envelope along with the Work Permit Application to the Van Nuys location:

MAILING the Work Permit Application to:

Department of Industrial Relations - Entertainment Work Permit Office
6150 Van Nuys Blvd., Room 100
Van Nuys, CA 91401

CLOSED DURING COVID OFFICE HOURS:

Monday AND Friday 9:00AM - 12:00PM NOON
Tuesday, Wednesday, Thursday 9:00AM - 4:00PM

OTHER LOCATIONS:

- | | |
|--|----------------|
| • BAKERSFIELD-7718 Meany Avenue, Bakersfield, CA 93308 | (661) 587-3060 |
| • LONG BEACH- 300 Oceangate Blvd, Suite 302, Long Beach, CA 90802 | (562) 590-5048 |
| • LOS ANGELES- 320 W. 4 TH Street Suite 450, Los Angeles, CA 90013 | (213) 620-6330 |
| • SAN BERNARDINO-464 W. 4 TH Street, Room 348, San Bernardino, CA 92401 | (909) 383-4334 |
| • SAN DIEGO-7575 Metropolitan Drive, Room 210, San Diego, CA 92108 | (619) 220-5451 |
| • SANTA ANA- 2 MacArthur Place, 8 th Floor Suite 800, Santa Ana, CA 92707 | (714) 558-4910 |
| • SANTA BARBARA-411 E. Canon Perdido, Room 3, Santa Barbara, CA 93101 | (805) 568-1222 |
| • VAN NUYS - 6150 Van Nuys Blvd. Room 100, Van Nuys, CA 91401 | (818) 901-5484 |

All Entertainment Work Permits are FREE
Work Permits are only valid for Six (6) months only

OBTAIN your Work Permit ONLINE:

Go to website create an account for your minor. Fill out their information, download and print 'their form' and take to the school to sign & stamp. Then upload back to the website and submit the work permit for approval. Turnaround is about 4-6 weeks.

Go to this website:

www.dir.ca.gov/dlse/entertainment-work-permit.htm

NOTE: Effective immediately you will **NO LONGER** be able to receive a 'Same Day Service' unless you have an official letterhead letter from production of your request! Must include the following at a minimum:

1. Minor's Name & DOB
2. Date minor will be working or auditioning (within 7 days)
3. Signed and dated by the entity/production company writing the letter on letterhead.

**** MAKE SURE your child is ACTIVE with Studio Kids - by sending (fax, email or regular mail)**

a copy of your child's current updated Work Permit every 6 months. **

STUDIO KIDS Management

15068 ROSECRANS AVE. #198, LA MIRADA, CA 90638

Office (562) 902-9838 - Fax (562) 902-0498

Email: Studiokidsmanagement@gmail.com

This is the SAMPLE Work Permit application to obtain ONLINE ONLY!!!


Once you register your minor on the website and create an account for them. You will enter their current information into the system. PRINT the form, parent/guardian sign & date the document. Depending on their age, you will either upload the Birth Certificate for non-school aged kids OR for school-aged kids you will take that form to the minor's school for original signature & official school stamp. Then go back to the online system and upload the document into the minor's portal. Make sure all GREEN submit buttons are completed. Process can take up to 4-6 weeks.

NOTICE in the background it says SCHOOL FORM (like a wallpaper) slightly printed in the background. This form is the ONLY form you can use to obtain online!!

(Sample)

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT

APPLICATION FOR PERMISSION TO WORK
IN THE ENTERTAINMENT INDUSTRY
SCHOOL RECORD



Parent/Guardian Section:

Name of Minor: _____ **Stage Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____ **Home Phone Number:** _____

School: _____

Date of Birth: _____ **Height:** _____ **Weight:** _____ **Hair Color:** _____ **Eye Color:** _____ **Gender:** _____

STATEMENT OF PARENT OR GUARDIAN: It is my desire that a 6 Month 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 and that the information provided regarding the minor is correct.

Name of Parent or Guardian: _____ **Signature:** _____ **Daytime Phone Number:** _____

Parent/Guardian Section:

Name of Minor: _____

Attendance: ☐ SATISFACTORY ☐ UNSATISFACTORY

Academics (Grades): ☐ SATISFACTORY ☐ UNSATISFACTORY

Health: Please indicate if the minor requires medical approval to obtain a permit
☐ REQUIRED ☐ NOT NEEDED

Certification: I certify that the above-named minor meets the school district's requirements with respect to age, school record and health
☐ AGREE ☐ UNACCEPTABLE

Signature and Title of Authorized School Official: _____

Date Signed: _____

School Address: _____

[School Seal/Stamp or Address Stamp](REQUIRED)

Daytime Phone: _____

Notes:

**** All Areas Must state SATISFACTORY for issuance of permit ****

**** No Alterations ****

" School Form "

" THIS IS WATERMARK or wallpaper "

Must be clear when resending back to Labor Board

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT



**APPLICATION FOR PERMISSION TO WORK
IN THE ENTERTAINMENT INDUSTRY**

S E C T I O N A	Name of Minor:				Stage Name:	
	Address		City	State	Zip	Home Phone Number
	School:				Grade:	
	Date of Birth	Height	Weight	Hair Color	Eye Color	Gender

SCHOOL RECORD

** Please CHECK the best description of the minor for each **

S E C T I O N B	Name of Minor:		
	Attendance		Academics (Grades)
	<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY		<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY
	Certification: I certify that the above-named minor meets the school district's requirements with respect to age, school record and health.		Health Please indicate if the minor requires medical approval to obtain a permit <input type="checkbox"/> REQUIRED <input type="checkbox"/> NOT NEEDED
	<input type="checkbox"/> AGREE <input type="checkbox"/> UNACCEPTABLE		
Signature and Title of Authorized School Official			
Date Signed			
School Address			
[School Seal/Stamp or Address Stamp] (REQUIRED)			
Daytime Phone			

** All Areas Must state SATISFACTORY for issuance of permit **

** Any alterations or falsifications may void this application **

S E C T I O N C	STATEMENT OF PARENT OR GUARDIAN: It is my desire that a 6 Month Entertainment Work Permit be issued to the above named minor. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding the above named minor's educational, moral and physical interest. I declare that the School Record section of the Application for Permission to Work in the Entertainment Industry submitted herein, is a true, accurate and complete copy of the original signed by the school official, whose name and title appears on the application. Under penalty of perjury under the laws of the State of California, I declare that I have read the foregoing Application for Permission to Work in the Entertainment Industry and the facts as stated on this application are true.	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 90%;" type="text"/> Name of Parent or Guardian (print or type) </div> <div style="width: 45%;"> <input style="width: 90%;" type="text"/> Signature </div> </div>	
	<input style="width: 90%;" type="text"/> Name of Minor (print or type)	

S E C T I O N D	AB 3175 Certification of Compliance Acknowledgment	
	For 14-17 year old minors only, (with exception for 13½ year olds)	
	https://www.dir.ca.gov/dlse/Entertainment-Industry-Sexual-Harassment-Prevention-Training-Requirements.html	
	I hereby certify that the below named minor completed the training in sexual harassment prevention, retaliation, and reporting resources using the online training course made available on the internet website of the Department of Fair Employment and Housing (DFEH) pursuant to Section 12950.1 of the Government Code on the date contained in the DFEH's certificate of completion submitted herewith. I also hereby certify that I accompanied the below named minor during said training. I verify under penalty of perjury that the foregoing is true and correct.	
	<input style="width: 100%; height: 20px;" type="text"/> Name of Parent or Guardian (print or type)	<input style="width: 100%; height: 20px;" type="text"/> Signature
<input style="width: 100%; height: 20px;" type="text"/> Name of Minor (print or type)		

Information covering California's child labor laws applicable to the entertainment industry can be found at <http://www.dir.ca.gov/dlse/DLSE-CL.htm>.

REQUIREMENTS FOR NON-SCHOOL AGE MINORS (15 days through kindergarten)

A PHOTO COPY OF ONE OF THE FOLLOWING:

1. Certified Birth Certificate
2. Baptismal Certificate
3. Official letter from hospital where born
4. Passport

** Every infant under one month of age must have a certification from a licensed physician and surgeon who is Board Certified in either pediatrics or family medicine, certifying that the infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of working in the entertainment industry.*

REQUIREMENTS FOR SCHOOL AGE MINORS (Grades 1 through 12)

PUBLIC / PRIVATE SCHOOL, ON-LINE and VIRTUAL ACADEMY:

- 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 (i.e., school break, vacations, 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.

HOMESCHOOL (ON-LINE and VIRTUAL ACADEMY see above):

- If minor is homeschooled, the application must be completed by the parent/guardian and attached to either a current private school affidavit, or written verification indicating that the minor is "satisfactory" in all academic subjects, health and attendance from either the local school district, county office of education or state board of education where the minor lives.

INFORMATION PRACTICES ACT NOTICE (California Civil Code Section 1798.17)

1. The information on this application is being requested by the Department of Industrial Relations, Division of Labor Standards Enforcement.
2. The information in this application is collected and maintained pursuant to California Labor Code sections 1308.5, 1308.10 and Title 8 California Code of Regulations section 11753.
3. If you fail to provide all or any part of the information requested in this application, the Labor Commissioner may deny issuance / renewal of an Entertainment Work Permit for minors under 18 years of age.
4. The principal purposes within the Division of Labor Standards Enforcement for which the information on this application will be used are: (1) administration of the registration for the employment of minors in the entertainment industry, and (2) enforcement of the California child labor laws.
5. The following are known or foreseeable disclosures of the information contained herein which may be made pursuant to subdivision (e) or (f) of Section 1798.24 of the California Civil Code by the Division of Labor Standards Enforcement. Response to a request under the California Public Records Act.
6. You have the right to access records containing your personal information that are maintained by the Division of Labor Standards Enforcement. To make a request to access such records, please contact the Entertainment Work Permit Unit by email EWP@dir.ca.gov or telephone 818-901-5484.

Entertainment Work Permit Required Documents

Infants through kindergarten aged children:

- New registrants for entertainment work permits in this age range must provide one of the following: (copies only, please do not send original documents)
 - Certified Birth Certificate
 - Baptismal Certificate
 - Official letter from hospital where the minor was born attesting to the birth date
 - Passport
- For infants younger than one month:
 - Written certification from a licensed physician board-certified in pediatrics, attesting that the infant is at least 15 days old, was carried to full term, was of normal birth weight, and is physically capable of handling the stress of filmmaking; and that the infant's lungs, eyes, heart and immune systems are sufficiently developed.

School-aged minors:

If the minor is in grades 1 through 12, in addition to completing the entertainment work permit application, the parent/guardian must obtain an authorized school official's certification stating that the minor's attendance, health, and scholastic records are satisfactory. The certification must contain the school or school district's seal or stamp. If no seal or stamp is available, a signed and dated letter on official school or district letterhead may be attached.

- For online applications, upload watermarked forms from within your account. Only watermarked documents will be accepted for certification with online applications.
- School Record information is required for grades 1 through 12.

School Form (This Form NOT VALID Online) : [FWP School Form](#) – PRINT this APPLICATION

When school is in session, the application must be completed and dated during the current school session by an authorized school official, and must contain the school or school district's seal or stamp.

When school is not in session, the application may be accompanied by a copy of the minor's report card with the most recently achieved attendance and grades, or a letter from an authorized school official on school letterhead, indicating that the minor has "satisfactory" status in all academic subjects, health and attendance.

Homeschool Requirements

Online, Virtual, Private School:

The main office of the homeschool program or organization must complete the School Record Form or write a recently signed and dated letter on official school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance.

Homeschool (no program):

The School Record Form must be completed by the parent or guardian and attached to either a current private school affidavit, or written verification indicating that the minor is "satisfactory" in all academic subjects, health and attendance from either the local school district, county office of education, or state board of education where the minor lives.

This application is for Mailing

This application can only be used for online service

This form NOT VALID Online

Online form

THIS IS NOT

STATE OF CALIFORNIA **Mail-in / Walk-in form**

Division of Labor Standards Enforcement

APPLICATION FOR PERMISSION TO WORK

PROCEDURES FOR OBTAINING WORK PERMIT - NEW AND RE-ENTRY

1. Parents/Guardians must complete the information required below.
2. School authorities must complete the "School Record" section in No copies permitted.
3. For minors 15 days through kindergarten, please attach a photo. See reverse side for other documents that may be accepted.
4. Mail or present the completed application to any Labor Counsel. Work permits will be issued and mailed to you. Van Nuys offers.
5. Please provide a pre-addressed, stamped envelope to the permit.

Name of Child

Permanent Address: Number Street

Home Phone Number Mobile Phone Number

Grade Level School Attending

Date of Birth Age Height Weight

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION
OF LABOR STANDARDS ENFORCEMENT

This is the watermark background that says "School Form School Form"

APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY

Name of Minor: TEST EXAMPLE School Form School Form

Address: 6150 VAN NUYS BLVD. City: VAN NUYS

School: SCHOOL NAME HERE

Date of Birth: 01/01/2005 Height: 4' 10" Weight: 100 lbs

STATEMENT OF PARENT OR GUARDIAN: It is my duty to ensure the child is safe and healthy. I will read the rules governing such employment and to 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.

Making sure ALL GREEN complete buttons are done THEN SUBMIT AND SAVE

REGISTRATION SERVICES

Disclaimer Completed

Parent/Guardian Information Completed

Minor Information Completed

Registration Duration Completed

School Information Completed

Medical Information Completed

Download Documents To

Disclaimer

Save & Exit Save

by entering the date and entering your name, you are electronically signing and certifying that to your knowledge an Entertainment Work Permit is issued to the child listed on this application. You also agree to read the rules governing such employment and to cooperate to the best of your 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. ANY MATERIAL MISREPRESENTATION IS GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF A PERMIT.

Disclaimer Confirmation

* I Agree

Yes

* Enter Your Name

The name entered should match the full name on the individual's driver's license.

Save & Exit Save

Next

Entertainment Industry Sexual Harassment Prevention Training Requirements

Entertainment Work Permit Applicants:

Applicants for entertainment work permits between 14-17 years of age (age-eligible minors) must complete training in sexual harassment prevention, retaliation, and reporting resources using the online training course made available on the internet website of the [Department of Fair Employment and Housing](https://www.dfeh.ca.gov) (DFEH) prior to obtaining an entertainment work permit.

Requirements

The parent or legal guardian of an age-eligible minor must ensure that the minor completes the sexual harassment prevention training using the online training course made available on the [DFEH's internet website](https://www.dfeh.ca.gov/shpt/) (<https://www.dfeh.ca.gov/shpt/>) pursuant to Section 12950.1 of the Government Code.

The minor must be accompanied by a parent or legal guardian during the training.

The parent or legal guardian must certify to the Labor Commissioner that the training has been completed. (certification form attached)

Applicants must provide satisfactory proof of sexual harassment prevention training to the Labor Commissioner in the form of a **certificate of completion** from the DFEH's internet website.

Training for each age-eligible minor, accompanied by their parent or legal guardian, shall be in the language understood by that person, whenever reasonably possible.

The sexual harassment prevention training must be completed every 2 years from the most recent completion date.

Options for 13-year-old minors turning 14

Applicants for entertainment work permits who are 13-year-old and will reach their 14th birthday during the six-month permitting period have the following options:

1. Apply for a permit which will expire on the minor's 14th birthday; or
2. The Labor Commissioner will issue permits to minors at least *13 years and six months of age*, who provide satisfactory proof of sexual harassment prevention training, pursuant to the above requirements, as an age-eligible minor.

***Effective 9/25/2020: Only the DFEH's training certificates will be accepted.**