

INSTRUCTIONS
Application for Permit to Hire Minors
by the Entertainment Industry

1. **EMPLOYER:** An employer can be, but is not limited to, the production company, the motion picture or recording studio company, an advertising company, the company whose product is being advertised, or casting company.
 - 1a. FEIN#: Federal Employer Identification Number.
2. **ADDRESS:** Permanent address where the employer can be reached during post production activities.
3. **CITY, STATE, ZIP CODE:** Of the employer.
4. **NAME EMPLOYER CONTACT PERSON & PERMANENT PHONE #:** Name and phone # of employer contact person.
5. **CHILD LABOR COORDINATOR/CONTACT PERSON:** An individual that is on the set where minors are employed or in each touring company which includes minor employees, to act as Coordinator of Child Labor. The coordinator shall respond to all communications from the Child Labor office regarding the employment of minors. This person should be knowledgeable and available, can research inquiries, and submit written or verbal information to the Child Labor staff. The phone and fax numbers must be for the Child Labor Coordinator/Contact person.
6. **TEMPORARY ADDRESS:** Address of temporary production office if applicable.
7. **TYPE OF PRODUCTION:** Place check mark in box that best describes the type of production. If type of production is not listed, check "Other" and explain. Use an additional sheet if necessary.
8. **TITLE OF PRODUCTION:** Use the title that is being used during the production, i.e. working title.
9. **LIST EXACT LOCATIONS:** Include the street addresses where the minors will be employed. Not all locations will have an address. The following are examples of locations for public areas:
 - a. In a street: "1000 block of 6th Street, Orlando
 - b. At a park; "St. Marks Wildlife Refuge off Highway 98, just east of the town of St. Marks, near the lighthouse".
10. **ANTICIPATED STARTING DATE:** Planned starting date. Contact the Child Labor office with any changes.
11. **ANTICIPATED ENDING DATE:** Planned ending date. Contact the Child Labor office with any changes.
12. **PARENTAL NOTICE:** Employers of minors in the entertainment industry shall notify the minor's parent (s), guardian, or chaperon, of the terms and conditions of employment, including the activities required by the minor, the place and duration of location work, and the names of the producer and stunt coordinator (if applicable).
13. **SCHOOL NOTICE:** Have arrangements been made for missed school if minors are working during public school hours
14. **DESCRIBE IN DETAIL WHAT TASKS WILL BE PERFORMED BY EACH MINOR:** Use a separate sheet and describe in detail what tasks will be performed by each minor. If a minor is to perform a task that would be considered hazardous, explain the training the minor has had that would make the task not hazardous to him or her.
15. **NUMBER OF MINORS TO BE EMPLOYED:** Planned number of minors according to the script.
16. **WAIVER/NARRATIVE JUSTIFICATION:** Waivers may be issued by the Child Labor office when there is a Permit-to-Hire request that exceeds the limits of the entertainment regulations. A narrative justification must be submitted whenever a waiver is requested; and for long periods of employment that require the minor to travel away from their school or home. Appropriate justification should address, "how the health, education, and welfare of the minor will not be adversely affected" by the request, i.e. tutors, housing, chaperon, and resting periods/areas issues.
17. **TIME LIMITATIONS:** Minors are limited to work no earlier than 7:00 a.m. and/or no later than 11:30 p.m.; and may not work more than six consecutive days. The "rule" FAC 61K also contains, by age, group, the number of hours minors can work and the number of hours minors can be at the place of employment. A waiver must be requested for any variance to the time limitations
18. **EMPLOYER SIGNATURE AND DATE:** The employer or his or her designee must sign and date the application. If the application is not signed a permit cannot be issued.

**Department of Business and Professional Regulation
 Child Labor Program**

**APPLICATION AND INSTRUCTIONS FOR PERMIT TO HIRE MINORS
 By The Entertainment Industry**

Final Report Due
Permit Number

DO NOT ABBREVIATE

1. Employer: 1a. FEIN #:	5. Child Labor Coordinator Contact Person Information Name: Phone #: () Fax #: () Email :
2. Permanent Address:	6. Temporary Address including City, and Zip:
3. City, State, Zip Code:	7. Type of Production <input type="checkbox"/> Seasonal TV Shows <input type="checkbox"/> Motion Picture <input type="checkbox"/> Commercial <input type="checkbox"/> Live Stage <input type="checkbox"/> Touring Company <input type="checkbox"/> Other (explain)
4. Employer Contact Information Name: Permanent Phone #: () Email:	
8. Title of Production:	
9. List <u>exact</u> location(s) including addresses where minors will be employed. Add extra pages if necessary:	
10. Anticipated Start Date:	11. Anticipated End Date:
12. PARENTAL NOTICE: YES___ NO___ Has the employer notified the minor's parent (s), guardian, or chaperon, of the terms and conditions of employment, including the activities of the minor?	
13. SCHOOL NOTICE: Have arrangements been made for missed school if minors are working during public school hours? YES___ NO___	
14. Describe what each minor will do. (You can submit storyboards or script if available.)	

15. NUMBER OF MINORS EMPLOYED IN EACH AGE GROUP	
0-5 months	6-8 years old
6-11 months	9-15 years old
1 year old	16-17 years old
2-5 years old	

16. *A request that falls within the hour limitations allowed by the Rule and are only a few days in duration require no additional justification or waiver, only the PTH application. If minors are to be employed more hours than allowed by the entertainment rule, or there is need for other variances, a waiver is required (see instructions on the back). Extended periods of employment, and/or travel away from school and home will also require a separate narrative justification to explain "how the health, education, and welfare of the minor will not be adversely affected", and the accommodations being made under these circumstances i.e. tutors, meals and rest periods/facilities, parent or chaperone availability. Use a separate sheet for narrative justification.

17. Time Limitations and Waiver Request. If any of the questions are answered with a "yes" a waiver must be requested (see instructions)

- Does the work day begin earlier than 7:00 a.m. and/or end later than 11:30 p.m.? YES___ NO___
- Does the workweek require more than six consecutive work days? YES___ NO___
- Does the minor(s) require more hours than statutorily allowed? YES___ NO___

MEDICAL CARE

AUTHORIZATION FOR MEDICAL CARE. FAC 61L-2.006 ((3)(B) STATES, "PRIOR TO THE MINOR'S BEGINNING EMPLOYMENT, THE EMPLOYER SHALL OBTAIN WRITTEN AUTHORIZATION FROM THE MINOR'S PARENT(S), GUARDIAN, OR CHAPERON, TO CONSENT FOR MEDICAL TREATMENT ON BEHALF OF THE MINOR IN CASE OF AN EMERGENCY." (THE CHILD LABOR PROGRAM DOES NOT ISSUE A FORM FOR THIS REQUIREMENT.)

18. The undersigned certifies that the information presented is true and correct to the best of his/her knowledge and that any changes and/or updates to this information will be submitted to this office by phone, fax or email timely.

Employer Signature

Date

For Office Use Only

Send application and supporting documents to:
 FAX: 850.487.4928
 Email: childlabor.entertainment@myfloridalicense.com