



**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 who's product is being advertised, or casting company,
- 1a. **FEIN:** Federal Employer Identification Number.
2. **STREET 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 of employer contact person and that person's phone number.
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 Bureau of Child Labor regarding the employment of minors. This person should be knowledgeable and available, who can research inquiries, and submit written or verbal information to the Bureau of 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.
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 6<sup>th</sup> 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 Bureau of Child Labor with any changes.
11. **ANTICIPATED ENDING DATE:** Planned ending date. Contact the Bureau of Child Labor with any changes.
12. **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.
13. **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).
14. **NUMBER OF MINORS TO BE EMPLOYED:** Planned number of minors. If not sure, indicate the maximum number you might use.
15. **HOURS PER DAY MINOR(S) TO BE EMPLOYED:** Use the Child Labor Rule FAC Chapter 38H-14.006 as a guide to indicate the maximum hours per day that the minor(s) will be employed. If the maximum hours requested is more than the limit of the Rule, a waiver must be issued from the Child Labor office. This circumstance will require the application for PTH to include a separate narrative requesting that the child labor law be waived. It should answer "how the minor will not be adversely affected" by the request, i.e. special resting periods, parental approval and participation, etc.
16. **NUMBER OF DAYS MINOR(S) WILL BE EMPLOYED:** If the minor will be employed more than a few days, and/or travel away from school or home for more than a few days, a narrative justification is required. The justification shall answer, "how the health, education, and welfare of the minor will not be adversely affected and what special accommodations are being made under these circumstances, i.e. school arrangements, tutors, meals and rest periods/facilities, parent or chaperone availability.
17. **WAIVER/NARRATIVE JUSTIFICATION:** Waivers may be issued by the Bureau of Child Labor 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.
18. **TIME LIMITATIONS:** Minors are limited to work no earlier than 7:00a.m. and/or no later than 11:30 p.m.; and may not work more than six consecutive days. Any variance requires a waiver.
19. **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.

## ENTERTAINMENT INDUSTRY EMPLOYER SELF-CHECK LIST

(For your convenience, do not return to Child Labor.)

\_\_\_\_\_ Application has been completed for one production only.

\_\_\_\_\_ Application contains the name of a child labor coordinator/contact person including phone and fax number?

\_\_\_\_\_ Production location(s)/address(s) where minors will be working is complete.

\_\_\_\_\_ Production dates do not exceed one year? (Productions over one year must renew by expiration date.)

\_\_\_\_\_ Application contains starting and ending dates.

\_\_\_\_\_ Application contains the hours minors will be working and at place of employment and are within the guidelines of Rule 61L-2.006? (If not, a waiver must be submitted and approved. See #17 and #18 on application)

\_\_\_\_\_ Will the minor be working more than six consecutive days? (If so, a waiver must be submitted and approved.)

\_\_\_\_\_ The hours the minors are at the place of employment between the hours of 7:00 a.m. and 11:30 p.m. (If not, a waiver must be submitted and approved.)

\_\_\_\_\_ The rest period after dismissal is at least twelve hours from the minor's return to his regular school.

\_\_\_\_\_ The description of the tasks the minor will be performing are detailed enough for Child Labor staff to make an informed decision to the appropriateness of the tasks.

\_\_\_\_\_ Are the work conditions are not hazardous or detrimental to the health, morals, or education of the minor.

\_\_\_\_\_ Enough task information has been provided for each "shoot" or separate program of the series.

\_\_\_\_\_ The application is signed? (A casting company, production company, or advertising firm etc. representative can sign.

\_\_\_\_\_ The minor's parent(s), guardian, or chaperone has been notified of the terms and conditions of employment including the activities required of the minor, place and duration of location work, and the names of the producer and stunt coordinator (if applicable).

\_\_\_\_\_ Written authorization for medical care has been obtained from the minor's parent(s), guardian, or chaperon for medical treatment on behalf of the minor in case of an emergency.

\_\_\_\_\_ An individual that is on the set where minors are employed, or in each touring company which includes minor employees, has been assigned to act as Coordinator of Child Labor.