



Application for an Employment Permit for a Child Performer

New York State Department of Labor
Division of Labor Standards
Permit and Certificate Unit, Room 266A
State Office Campus Building 12
Albany, NY 12240

A. Type of Request (check one)

New Renewal: Expiration date of permit being renewed _____ Permit Number _____

B. Child Performer Information

Child's Name _____
Last First M.I.

Professional Name (if different) _____

Social Security Number _____

For a non-US citizen without a Social Security Number, enter the identification number from the passport, other document required to enter the US, or the document authorizing the child to work in the US.

_____ Identification Number Type: Passport Number Other _____

Date of Birth _____ Sex M F

Mailing Address _____ City _____

State/Province/Region _____ Postal Zip Code _____ Country _____ Phone _____

Permanent Address (if different) _____ City _____

State/Province/Region _____ Postal Zip Code _____ Country _____ Phone _____

Name of Parent/Guardian _____
Last First M.I.

Fax _____ E-mail _____

Mailing Address (if different from child) _____ City _____

State/Province/Region _____ Postal Zip Code _____ Country _____ Phone _____

Permanent Address (if different from child) _____ City _____

State/Province/Region _____ Postal Zip Code _____ Country _____ Phone _____

C. Education Information – Academic Status (check one)

Currently Enrolled Not Required – Applicant under 6 years of age Homeschooled

Not Enrolled Graduated from High School

D. Trust Account Information - Account Status (check one)

Not Yet Established Established Changed

If the account is established, has the account balance reached \$ 250,000? Yes No

E. Child Performer Work History

Has the child worked in the entertainment business in the last year? Yes No

If "yes", you must complete the following (show most recent employer first):

Name of Production Company	Employer Address	Dates Employed	Type of Work	Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

F. Parent/Guardian Responsibilities

Trust Account

New York State law requires 15% of a child performer's earnings to be placed in trust in accordance with Part 7 of Article 7 of the Estates, Powers and Trusts law. The child performer's parents or guardian must establish the child performer trust account to comply with this requirement. The child's parents or guardian must provide the child performer's employer with the information necessary to transfer these monies to the account. Failure to comply with this requirement will prevent the Department of Labor from renewing the child's permit to work as a child performer.

The parent/guardian must:

- Establish a child performer trust account within 15 days of the start of employment, unless one already exists
- Notify the child performer's employer of the existence of the account within 15 days of the start of employment including any additional information required to make transfers
- Notify the employer of any change in facts that could affect the employer's obligation to make transfers
- Notify the child performer's employer if they wish it to transfer more than 15% of the child performer's gross earnings
- Appoint a trust company as custodian of the account once the balance reaches \$250,000

Academic Performance

New York State law requires that all child performers maintain satisfactory academic performance, as determined by their school of enrollment. Whenever a child performer is not receiving instruction as required by New York State Education Law due to his/her employment schedule, the employer must provide required instruction. The parent/guardian must:

- Provide evidence each semester to the Department demonstrating that the child performer is maintaining satisfactory academic performance as determined by the child performer's school of enrollment
- Work with the child performer, any certified teacher provided by the employer, and with the child's school of enrollment to ensure that the child receives required instruction
- Make sure that a child performer required to attend school is not without educational instruction and unemployed for longer than ten (10) consecutive days while the school of enrollment is in session

Certificates and Permits

New York State law requires that all employers of child performers have a valid Certificate of Eligibility to Employ Child Performers from the Department and that all child performers they employ have a valid Employment Permit for a Child Performer from the Department. The parent or guardian must:

- Obtain an Employment Permit for a Child Performer (valid for one year) before employment begins and give the original to each employer
- Renew this permit for the child performer 30 days prior to expiration

G. Declaration

I affirm that I am the parent legal guardian of the above applicant.

I hereby consent and request that an Employment Permit for a Child Performer be issued to the above named child. I agree to abide by all laws, rules and regulations covering the employment of child performers including the responsibilities listed above. I affirm that the information in this application and all attachments is complete and accurate to the best of my knowledge.

X _____
(Signature of Parent/Legal Guardian)* **Date**

* Copy of Photo-ID must be enclosed. See instructions below.

Submission Instructions

1. Complete and provide ORIGINAL signature.
2. Attach the following documentation for New Applications:
 - a) Social Security Number – if the child is a non-US citizen without a Social Security Number, explain on a separate piece of paper why the child has no Social Security Number, and provide a copy of the child’s passport or other document required to enter the US and any document authorizing the child to work in the US.
 - b) Education Information – Academic Status *Note: This form is required regardless of school vacations, holidays, breaks. Refer to your local school district or board offices for completion.*
 - If you chose “Not Required – Applicant under 6 years of age,” you must submit a copy of the child’s birth certificate, baptismal certificate or hospital record of birth
 - If you chose “Currently Enrolled,” “Not Enrolled,” “Graduated from High School,” or “Other,” submit a completed **original (should have original signature and school stamp or seal)** of the enclosed LS 560 **Verification of Satisfactory Academic Performance**. If homeschooled, please have the LS-560 form completed and signed by the school district or agency that monitors the child's homeschooling program. If the child's state does NOT monitor homeschooling, please provide copy of the section of law that specifically states that homeschooling is "not monitored" in the particular state.
 - c) Trust Account Information – Account Status
 - If the account has been established, enclose a copy of a passbook, deposit slip or other official document that would prove the existence of a trust. The document should show that the account is held in trust, along with the financial institution’s name, the parent’s/guardian’s or custodian’s name, the child performer’s name, the account number and the address of the child performer’s branch of the financial institution (this item only may be written or stamped onto the document).
 - If the account has not been established, the above documentation must be submitted at the time of renewal.
 - Specifically, the documentation must show the type of account (UTMA, UGMA, California Coogan or Blocked Trust).
 - d) Parent/Guardian Identification
 - For the parent listed in Part B of the application, submit either a legible copy of a photo Driver License, a copy of a government or employee photo ID card, or, if a non-citizen, a copy of passport or other document required to enter the US.

- For a guardian listed in Part B of the application, submit one of the required proofs of identification listed above plus either a notarized statement from the parent naming you as the guardian or a copy of court papers with document number appointing you the child's guardian.

3. Attach the following documentation for Renewal Applications:

- a) Education Information – Academic Status *Note: This form is required regardless of school vacations, holidays, breaks. Refer to your local school district or board offices for completion.*
- If you chose “Not Required – Applicant under 6 years of age,” you must submit a copy of the child's birth certificate, baptismal certificate or hospital record of birth if not previously submitted
 - If you chose “Currently Enrolled,” submit a completed **original (should have original signature and school stamp or seal)** of the enclosed LS 560 Verification of Satisfactory Academic Performance. If homeschooled, please have LS-560 form completed and signed by the school district or agency which monitors the child's homeschooling program. If child's state does NOT monitor homeschooling, please provide a copy of the section of law that specifically states that homeschooling is "not monitored" in the particular state.
 - If you chose “Not Enrolled,” “Graduated from High School,” or “Other,” submit a completed **original (should have original signature and school stamp or seal)** of the enclosed LS 560, Verification of Satisfactory Academic Performance, if not previously submitted, or if your child's academic status changed.
- b) Trust Account Information – Account Status
- If not previously submitted or the account changed, enclose a copy of a passbook, deposit slip or other official document that would prove the existence of a trust. The document should show that the account is held in trust, along with the financial institution's name, the parent's/guardian's or custodian's name, the child performer's name, the account number and the address of the child performer's branch of the financial institution (this item only may be written or stamped onto the document).
 - Specifically, the documentation must show the type of account (UTMA, UGMA, California Coogan or Blocked Trust).

4. Mail the signed, completed application and all required documents to:

New York State Department of Labor
Division of Labor Standards
Permit and Certificate Unit, Room 266A
State Office Campus, Bldg. 12
Albany, NY 12240

If you have any questions, call (518) 457-1942, e-mail CPinfo@labor.ny.gov, or visit the Department web site at: www.labor.ny.gov .