



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

**Child Performer Permit Combined Application**

A Child Performer Permit must be obtained prior to employment as a child performer. First-time applicants only may obtain a temporary Child Performer Permit on-line at [www.labor.ny.gov](http://www.labor.ny.gov) which is valid for 15 days. All other Child Performer Permits are valid for 12 months and must be applied for through the mail.

To obtain a Child Performer Permit or Renewal:

- Complete parts A – H of this application. You may want to keep a copy for your records.
- Attach all required documentation.
- Mail the signed, completed application and all required documents to the address listed above.
- See Part I for additional instructions.
- Renewal applications must be received no later than 30 days prior to expiration of a current Child Performer Permit.

**A Type of Request**

New  Renewal: Expiration date of permit being renewed \_\_\_\_\_ Permit Number \_\_\_\_\_

Are you seeking this permit as a child model?  Yes  No

**B. Child Performer Information**

1. Child Name \_\_\_\_\_  
*Last First M.I.*

2. Professional Name (if different) \_\_\_\_\_

3. Social Security Number (copy of card required with new application) \_\_\_\_\_

4. Non-Social Security Identification Number (see Part I instructions) \_\_\_\_\_

Identification Type:  Passport  Other \_\_\_\_\_

5. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ 6. Description of Child: Sex  M  F Ht\_\_\_\_'\_\_\_\_" Wt\_\_\_\_ lbs  
 Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

7. Address (if different from Parent/Guardian) \_\_\_\_\_ City \_\_\_\_\_  
 State/Province/Region \_\_\_\_\_ Postal Zip Code \_\_\_\_\_ Country \_\_\_\_\_

**C. Parent/Guardian Information (attach a copy of government photo identification)**

1. Parent/Guardian Name \_\_\_\_\_  
*Last First M.I.*

2. Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_  
 Postal Zip Code \_\_\_\_\_ Country \_\_\_\_\_

3. Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

4. Business Phone \_\_\_\_\_

5. Other Address \_\_\_\_\_ City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal Zip Code \_\_\_\_\_ Country \_\_\_\_\_

**D. Academic Status and Academic Performance (check one and attach documentation)**

- Currently Enrolled       Not Required – Applicant under 6 years of age       Homeschooled
- Not Enrolled       Graduated from High School

**E. Trust Account Information – Account Status (check one and attach documentation)**

- Established       Changed

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

**F. Physical Fitness Certification (check)**

- Attached

**G. 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**H. Acknowledgement and 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. I have reviewed the educational materials on eating disorders posted via the Labor Department’s website [http://www.labor.ny.gov/workerprotection/laborstandards/secure/Child\\_Performer\\_Advisory\\_Board.shtm](http://www.labor.ny.gov/workerprotection/laborstandards/secure/Child_Performer_Advisory_Board.shtm) pursuant to Section 154 of the Labor Law. I understand that the Labor Department may suspend or revoke a Child Performer Permit for good cause per Part 186-9.2 of the regulations.

**X** \_\_\_\_\_ Date

(Signature of Parent/Legal Guardian)\*

## I. Submission Instructions

- **B #3 Social Security Number (SSN)**
  - A copy of the child's social security card is required with new applications.
  - If the applicant is an infant who has applied but not yet received their SSN, submit a copy of the Social Security card to the Permit and Certificate Unit as soon as it is received.
- **B #4 Non-Social Security Identification Number**
  - If the applicant does not, or will not have a SSN, provide a copy of the child's passport or other document required to enter the US or a document that authorizes the child to work in the US.
  - A copy of the above documentation is required with new applications.
- **B #5 Birth Documentation**
  - Attach a copy of child's birth certificate, baptismal certificate, naturalization papers or passport showing the child's date of birth.
  - Required with new applications.
- **C Parent/Guardian Identification**
  - Attach a copy of a government issued photo identification of the parent or guardian signing this application.
  - Guardians must also attach a notarized statement from the parent naming such person as guardian or a certified and numbered court document appointing such person guardian.
  - Required with new applications and/or if the parent/guardian identification is not on file.
- **D Academic Performance (LS 560)**
  - Attach form LS 560 or LS 561 *Verification of Satisfactory Academic Performance*. This form must be completed regardless of school vacations, holidays or breaks. Refer to your local school district or board offices for completion.
    - If homeschooled, please have the LS 560, or LS 561 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 a copy of the section of law that specifically states that homeschooling is "not monitored" in the particular state.
    - For all other selections, submit a completed original form with an original signature and school stamp or seal.
    - Required with all applications.
- **E Trust Account Information and Account Status**
  - Attach a copy of a passbook, deposit slip, other official document or print out from the bank that proves 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).
  - Documentation must show the type of account (UTMA, UGMA, California Coogan or Blocked Trust).
  - Required with initial application and must be updated at the time of renewal.
- **F Physical Fitness Certification (LS 562)**
  - Attach a signed written certification of a licensed physician, physician's assistant or nurse practitioner that the minor was examined within twelve months prior to the date of application and has been found to be physically capable of engaging in employment without endangering the child's health.
  - Any form completed by a school health professional which certifies physical fitness is acceptable, or you may use form LS 562.
  - Required with all applications.

**J. Parent/Guardian Responsibilities (keep this part for your information)**

**1) 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, 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 (when child is working under a 15-day temporary online child performer permit for initial applicants).
- Attach a copy of the trust account information to the permit when presented to the employer for paid employment.
- Notify the employer of any change in the nature of the trust documents.
- Notify the child performer's employer if they wish 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.

**2) 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:

- 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.

**3) 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 Labor Department and that all child performers they employ have a valid Employment Permit for a Child Performer from the Labor Department.

The parent or guardian must:

- Obtain an Employment Permit for a Child Performer (valid for one year) before employment begins and give a copy to each employer.
- Attach documentation of the Child Performer's Trust Account to the Child Performer Permit given to the employer and any additional information required to make transfers to the account. The Child Performer Permit is not valid without the trust documentation attached.
- Provide employer with a signed Emergency Contact Information/Authorization to Provide Emergency Medical Treatment form (LS 563).
- Designate a responsible person and/or reach agreement with employer on employer-designated responsible person.
- Renew the child's permit 30 days prior to expiration.



## Physical Fitness Certification for Child Performers

### A. Instructions for Parent/Guardian

- Obtain certification from a licensed physician, physician assistant, or nurse practitioner.
- Include a fitness certification with the initial or renewal application for a Child Performer Permit (LS 561).
- It is acceptable to provide any form completed by a school health professional which certifies physical fitness.

### B. Child Performer Information

Child Performer Name \_\_\_\_\_

Child Performer Stage Name (if different) \_\_\_\_\_

Child Performer Permit Number (for renewals only) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

### C. Practitioner Instructions (licensed physician, nurse practitioner or physician's assistant)

- Complete Part 1 unless the certification is limited, then complete Part 2.
- For Part 2, do not give any information about the condition or disability that may limit employment. Only state the limitation that you placed on the applicant's employment.

**1. I hereby certify that I have examined the above-named applicant within the last 12 months and find that he/she is physically qualified for employment as a child performer with no special limitations.**

Date of Examination \_\_\_\_\_

Practitioner Name and Title \_\_\_\_\_

Practitioner Signature \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_

**2. I hereby certify that I have examined the above-named applicant within the last 12 months and find that he/she is physically qualified for employment as a child performer subject to the following limitations:**

\_\_\_\_\_

Date of Examination \_\_\_\_\_

Practitioner Name and Title \_\_\_\_\_

Practitioner Signature \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_



# Verification of Satisfactory Academic Performance

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To be completed by child performer's school of enrollment.

**Note:** If the school does **not** have a school stamp or raised seal, the Department of Labor will accept an **original signed** statement from an authorized school official on professional school letterhead. **This statement must clearly verify that the child is currently enrolled and the child's academic performance is satisfactory.**

I certify that \_\_\_\_\_  
(Student's Name)

(check one)

- is currently enrolled and is maintaining satisfactory academic performance.
- is currently enrolled and is **NOT** maintaining satisfactory academic performance.
- is not enrolled. (Explain) \_\_\_\_\_

\_\_\_\_\_

is not required to attend school in accordance with the education laws of the state, province or country of \_\_\_\_\_ because \_\_\_\_\_

has graduated from \_\_\_\_\_  
(High School Name)

Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
(Print School Official's Name) (School Official's Title)

\_\_\_\_\_  
(School Official's Signature) (Date)

School Seal or Stamp in Box Below