



APPLICATION FOR AN EMPLOYMENT PERMIT FOR A CHILD PERFORMER

STATE OF NEW YORK
DEPARTMENT OF LABOR
Division of Labor Standards
Permit and Certificate Program

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 Other

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. PARENT/GUARDIAN RESPONSIBILITIES

TRUST ACCOUNT

NEW YORK STATE LAW REQUIRES FIFTEEN PERCENT 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 six months) before employment begins and give the original to each employer.
- Renew this permit for the child performer 30 days prior to expiration.

F. 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.

(Signature of Parent/Legal Guardian)

(Date)

**Application for an Employment Permit for a Child Performer
SUBMISSION INSTRUCTIONS**

- Complete and sign this form.
- Attach the following documentation for **New Applications**:
 - 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.
 - Education Information – Academic Status
 - If you chose “Not Required – Applicant under 6 years of age,” 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 copy of the enclosed LS 560 *Verification of Satisfactory Academic Performance*
 - 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 and the account number.
 - If the account has not been established, the above documentation must be submitted at the time of renewal.
 - 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.
- Attach the following documentation for **Renewal Applications**:
 - Education Information – Academic Status
 - If you chose “Not Required – Applicant under 6 years of age,” 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 copy of the enclosed LS 560 *Verification of Satisfactory Academic Performance*
 - If you chose “Not Enrolled,” “Graduated from High School,” or “Other,” submit a completed copy of the enclosed LS 560 *Verification of Satisfactory Academic Performance* if not previously submitted or your child’s academic status changed
 - 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 and the account number.
- Mail the signed, completed application **and all required documents** to:

New York State Department of Labor
Division of Labor Standards
Permit And Certificate Program
Bldg. 12, Rm. 185B
State Office Bldg. Campus
Albany, NY 12240

- If you have any questions:
 - Call (518) 457-1942
 - Visit www.labor.state.ny.us.
 - E-mail CPinfo@labor.state.ny.us

**VERIFICATION OF
SATISFACTORY ACADEMIC PERFORMANCE**

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

I certify that _____

(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 Name)

(Title)

(Signature)

(Date)

School Seal or Stamp