



*State of New Jersey*  
*Department of Labor & Workforce Development*  
*Division of Wage & Hour Compliance*  
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c/o The NJ Motion Picture & TV Commission  
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**THEATRICAL PRODUCTION APPLICATION**  
*(For compliance with New Jersey State Child Labor Laws)*

*New Jersey Child Labor Laws require the completion of this Production Application by the production company employing minors in a Theatrical Performance. To apply for a Formal Permit, go to [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov) (for further details see page 3). To apply for an Emergent Permit, contact the NJ Motion Picture & TV Commission for details. Please note this Theatrical Production Application must be completed prior to rehearsal, production or performance, no exceptions.*

*The New Jersey Child Labor Law requires that the minor will be under the direct care and supervision of an adult who is a parent, guardian or a representative of the employer, named in the application, at all times during his employment or while living away from home when required as an incident of such employment.*

*N.J.S.A.34:2-21.57et seq. - Theatrical Production means and includes stage, motion picture and television performances and rehearsals. Employers are required to attain an Employment Certificate or a Theatrical Emergent Permit for all minors, whether that minor is being paid or not. A completed copy of the Employment Certificate or the Theatrical Emergent Permit must be in the possession of the employer on set for the entire production.*

**Production (check one):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Theatrical (Stage Production) | <input type="checkbox"/> Television/Series | <input type="checkbox"/> Industrial/PSA's        |
| <input type="checkbox"/> Motion Picture                | <input type="checkbox"/> Commercial        | <input type="checkbox"/> Web Series              |
| <input type="checkbox"/> Community Production          | <input type="checkbox"/> Game Show         | <input type="checkbox"/> Music Video             |
| <input type="checkbox"/> Photo Shoot                   | <input type="checkbox"/> Student Film      | <input type="checkbox"/> Audio Recording Session |

**Please attach portions of script that pertain to minor's performance, in order to describe the exact work a minor will perform:**

**(Name of Production)**

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**(Name of Production Company/Employer)**

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**(Producer's Name)**

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**(Director's Name)**

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**EMPLOYER**

<b>Production Co. Address</b>	
<b>City, State, Zip</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Fax</b>	
<b>Contact Person/Title</b>	

**(Dates of Performance in New Jersey. Include Production Schedule.)**

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**LOCATION** \*If more than one site please list separately.

<b>Site of Performance</b>	
<b>Address</b>	
<b>City, State, Zip</b>	

**PERFORMERS:** \*If more than one please attach a separate list. Names of all Child Performers, including extras.  
List Minor's name, address, phone number and birth date.

## **THEATRICAL PERMIT – Employment Certificate**

**Employment Certificate or Theatrical Emergent Permit is needed for each minor, including extras, whether paid or unpaid. Theatrical Emergent Permits or Employment Certificate must be secured prior to rehearsal, production or performance.**

- **To acquire an Employment Certificate, visit [myworkingpapers.gov](http://myworkingpapers.gov), after finishing the Employment Certificate please send the Theatrical Production Application to [whtheatrical@dol.nj.gov](mailto:whtheatrical@dol.nj.gov) and include the Employment Certificate Application Number.**
- **To acquire a Theatrical Emergent Permit, contact the NJ Motion Picture & TV Commission**

### **ATTACH COPIES OF THE FOLLOWING TO THE PRODUCTION APPLICATION:**

- Birth Certificate or Proof of Age for each minor
- Physician’s Certificate for each minor under the age of 8 years old
- Letter from parent or guardian granting permission to perform and listing the adult parent, guardian, or employer representative who will supervise minor during production. This letter needs to be signed and dated by parent.
- Description of work each minor will perform and describe any hazards in proximity to minor’s performance.
- Prior to production daily start/stop time schedule (minor’s call sheet/performance schedule) is required for each minor.
- Proof of Employer’s Worker Compensation Insurance
- Federal Employer’s Identification Number (FEIN Number.) or social security number of Producer if FEIN is not available.
- Registered Agent for Legal Process in New Jersey – Name, Address, Telephone Number.

**Wage Payment:** New Jersey does not require Trust Fund Accounts, “Coogan Law.” If minors are residents of states where the Trust Fund Accounts, “Coogan Law,” applies, please check with that state to confirm whether trust fund payment procedures apply.

### **Motion Pictures, Television, Commercials and Other Films:**

**Permitted Hours of Work:** Not to exceed 2 performances a day, 8 performances a week, 6 days a week, 5 hours a day, 24 hours including rehearsal time, in a week.

Combined hours of school and theatrical performance time shall not exceed 8 hours in any day. Work Hours: 5 hours of rehearsal and performance, and 3 hours of rest, meal, and education.

**Minors in Theatrical productions will not be employed before 7 a.m. or after 11:30 p.m.**

<b>Name</b>	<b>Date</b>	<b>Start Time</b>	<b>Stop Time</b>

**Will all minors be paid for their performance, Yes No , if not list exception?**

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Will a nurse be present on set?    Yes No

Is there use of any explosives, pyrotechnics, sparklers, flammable liquids or other hazards in performance, and if so, please provide a copy of local permit.  Yes  No

Where is the minor during this time?

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If the production is related to the film industry, what is the potential rating for this film? \_\_\_\_\_

**\*\*Include any additional information to detail the work that the minor will perform:**

**CONDITIONS OF EMPLOYMENT:**

Minors under 18 years old are not permitted to be involved in any type of prohibited performance as defined in N.J.S.A. 34:2-21.57, N.J.S.A. 34:2-21.63a and N.J.A.C. 12:58-4:14.

Minors under 18 years old are not permitted to appear in any “Prohibited performance.” Prohibited performance means and includes appearances as a rope or wire walker or rider, gymnast, wrestler, boxer, contortionist, acrobat, rider of a horse or other animal unless the minor is trained to safely ride such horse or animal or rider of any vehicle other than that generally used by a minor of the same age, or appearance in any illegal, indecent or immoral exhibition, practice, or theatrical production or in any practice, or theatrical production or in any practice, exhibition or theatrical production dangerous to the life, limb, health or morals of a minor, or appearance or exhibition of any physically deformed or mentally deficient minor.

While performing in the State of New Jersey, all New Jersey State Child Labor Laws, New Jersey Wage and Hour Laws and New Jersey Wage Payment must be abided by for all Theatrical Performances.

\_\_\_\_\_  
I have read all laws and regulations pertaining to the Theatrical Industry as listed under The New Jersey Child Labor Law, N.J.S.A 34:2-21.57 through N.J.S.A.34:2-21.64, inclusive, and agree to abide by all laws and regulations as stated.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date