

## OBTAINING EMERGENT THEATRICAL PERMITS DIRECTIONS

Production companies must submit the following items to the **NJ Motion Picture & Television Commission** to satisfy the requirements of the **EMERGENT PERMIT**, which allows a *given* minor to work on the production for a maximum of 2 days. Please note, if a minor performer is working without pay, on a student film or otherwise, a permit is still required. To guarantee the permit at least some of the written application materials must be submitted **48 hours** (two business days) prior to filming. Permit applications submitted with less than 48-hour notice will be processed at the sole discretion of the state's Department of Labor.

### *Items include:*

1. A signed letter on production letterhead containing the following information:
  - a. 1. Name of production
  - b. 2. Date of shoot
  - c. 3. Location of shoot, including exact address of location
  - d. 4. Estimated work hours for the minors
  - e. 5. A very brief description of the action involving the minors (more details if action is dangerous or hazardous)
2. A statement that reads "no unusual or extraordinary safety hazards will exist on the set."
3. A copy of the production's insurance policy (COI) providing proof of coverage.
4. Attached to the letter (item 1) should be the following information about the minor(s) involved in the production:
  - a. Name of minor
  - b. Names of minor's parents
  - c. Address of minor
  - d. Phone number of minor's parents
  - e. Birth date of minor
  - f. Age of minor
  - g. Name of school minor attends (if work occurs on a school day)

PLEASE DO **NOT** PROVIDE BIRTH CERTIFICATES, PASSPORTS, OR SOCIAL SECURITY CARDS.
5. Signed doctor's note is required **only** for minors **UNDER** the age of 8. \*

*\*Guardians of children under the age of eight will be required to submit a doctor's note stating that the child is in good health and/or has been given and passed a visual acuity test. These notes must be (1) signed by a doctor or physician and (2) the note must be no more than a year old. Notes must be on-set no later than the first day of filming with minor. For more details regarding this process, please contact the commission staff.*

6. The **Theatrical Production Application** must be filled out, *however*, for the Emergent Permit you are **only** required to do the following: (1) Fill in the blanks on pages 1-4 (you are not required to provide any of the documentation that is mentioned) and (2) sign page 5 under the heading "Conditions of Employment." We recommend you speak to Commission staff member for clarification.

FINAL STEP:

- After you wrap a production day, email a confirmation with the minor's actual work hours, or a note of confirmation that the projected work hours were accurate.

**PLEASE promptly communicate any production-related changes via email, such as changes of location, changes with production dates, changes with performers, or shoot cancelations.**

You may submit these documents via EMAIL to BOTH [charles.ricciardi@njeda.gov](mailto:charles.ricciardi@njeda.gov) AND [njfilm@njeda.gov](mailto:njfilm@njeda.gov)

**IT IS THE PRODUCTION'S RESPONSIBILITY TO CONFIRM RECEIPT OF THESE DOCUMENTS, EITHER VIA TELEPHONE (973) 648-6279, OR EMAIL.**

