

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**. If a minor performer is working without pay, on a student film or otherwise, a permit is still required. In order 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:
 1. Name of production
 2. Date of shoot
 3. Location of shoot, including exact address of location
 4. Exact hours of shoot
 5. A very brief description of the action involving the minors (more details if action is dangerous or hazardous)
 6. A statement that reads "no unusual or extraordinary safety hazards will exist on the set"
 7. A copy of the production's insurance policy

2. Attached to the letter should be the following information about the minors involved in the production:
 1. Name of minor
 2. Names of minor's parents
 3. Address of minor
 4. Phone number of minor's parents
 5. Birth date of minor
 6. Age of minor
 7. Name of school minor attends (only if working on school days)
 8. Signed doctor's note, only for children 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) notes can 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.*

3. 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.

You may **submit** these documents via **FAX** (973) 648-7350 or by **EMAIL** to BOTH charles.ricciardi@sos.nj.gov AND njfilm@sos.nj.gov

IT IS THE PRODUCER'S RESPONSIBILITY TO CONFIRM ALL EMAIL AND FAX TRANSMISSIONS SENT TO THE MOTION PICTURE & TELEVISION COMMISSION HAVE BEEN RECEIVED AND HAVE BEEN PROPERLY FILLED OUT.