

INSTRUCTIONS
FOR FILING APPLICATION FOR
EMPLOYMENT OF MINORS IN ENTERTAINMENT

Any person, firm or corporation who employs, engages, or otherwise permits persons to perform under 18 years of age in the State of Georgia, whether or not such persons are bona fide residents of Georgia, for the purpose of entertainment, must first obtain the consent to employ such person from the Commissioner of Labor in accordance with O.C.GA 39-2-18.

Application(s) must be completed in its entirety. It is incumbent upon applicant (the employer) to furnish such information and failure to do so may prevent Certificate of Consent from being issued. If additional space is needed, use plain bond paper for elaboration and attach to the application form.

Address application to:

Georgia Department of Labor
Child Labor Unit
Sussex Place
148 International Blvd., N. E.
Atlanta, Georgia 30303-1751

**MINORS MAY NOT BE EMPLOYED PRIOR TO ISSUANCE OF
CONSENT CERTIFICATE OR PERMANENT ID CARD**

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MINOR INFORMATION – TO BE COMPLETED BY THE PARENT OR GUARDIAN

1. NAME OF MINOR:

2. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

3. DATE OF BIRTH:

4. SEX:

5. NAME OF PARENT OR GUARDIAN:

EMPLOYER INFORMATION - TO BE COMPLETED BY THE EMPLOYER

1. CORPORATE NAME OF EMPLOYER:

2. FEIN#:

3. WORKERS COMPENSATION INFORMATION:

4. TRADE NAME OF EMPLOYER:

5. PERMANENT BUSINESS ADDRESS:

PHONE NUMBER:

STATE:

ZIP:

6. LOCAL EMPLOYER CONTACT NAME:

LOCAL EMPLOYER CONTACT PHONE:

7. CHILD LABOR COORDINATOR NAME:

CHILD LABOR COORDINATOR PHONE:

8. TUTOR'S NAME (IF APPLICABLE):

TUTOR'S PHONE:

9. TUTOR'S QUALIFICATION:

☐ State BOE Certified Tutor
☐ Bachelor's Degree in Education

☐ Georgia Teaching Certificate
☐ Meets Requirements of the State BOE

10. TITLE OF PRODUCTION:

11. TYPE OF PRODUCTION: ☐ Scripted TV Show ☐ Reality TV Show ☐ Movie ☐ Live Theatrical Production ☐ Commercial
☐ Other: _____

12. LOCATION(S) (ADDRESS) WHERE MINOR WILL BE PERFORMING:

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

CITY 1:

CITY 2:

CITY 3:

STATE 1:

ZIP 1:

STATE 2:

ZIP 2:

STATE 3:

ZIP 3:

13. ANTICIPATED BEGINNING DATE OF MINOR PERFORMANCE:

14. ANTICIPATED END DATE OF MINOR PERFORMANCE:

15. MINOR'S ANTICIPATED DAILY SCHEDULE:

START TIME:

END TIME:

BREAKS:

TUTORING:

16. DESCRIPTION OF TASKS: Describe type of activity to be performed by minor and environment in which minor will be performing. (Emphasis should be given to physical and moral involvements.) Use attachments, if needed.

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EMPLOYER ASSURANCES

Carefully read and initial each assurance statement, if applicable.

Initials	Assurance Statement
	1. When any employment responsibilities of minors under 16 years of age require absences from their regular school curriculum in excess of two consecutive days, the employer will provide an authorized tutor at the location of the production or performance.
	2. The tutor shall be provided by the employer, production or performance company and neither the minor nor the minor's family shall incur in part or in whole costs associated with the tutor.
	3. Each minor shall be provided at least three hours of instruction per day. Such instruction shall be administered by the tutor.
	4. Daily lesson plans shall be developed and maintained by the tutor, along with all assignments completed by the minor. These documents shall be turned over to the minor's local school officials no later than the end of the employment period.
	5. No minor under 16 years of age may work or be present at a production or performance site for more than 10 hours. Such 10 hours shall include at a minimum: (a) one hour break for meals; and (b) one additional hour for rest and recreation.
	6. There shall be at least eight (8) hours of rest allowed between productions or performances and the regular school hours upon the minor's return to school following the production or performance.
	7. All minors under the age of 16 must have a parent, legal guardian or child labor coordinator present at all times when the minor is on the site of the production or performance, including all times the minor is in wardrobe, makeup, or dress.
	8. All performance or production sites in which the minor will be required to perform will include the following facilities for all minors: (a) Suitable restrooms (b) Dressing rooms or other safe and suitable areas for the minors when not performing. Such dressing rooms may not be shared by members of different genders. (c) Adequate facilities for drinking water and food service. (d) Provisions for administering first-aid. Emergency medical personnel must be onsite during exterior or potentially hazardous settings in which the minor will be participating.
	9. The minor will not work on any production or performance in any location deemed hazardous under the Official Rules and Regulations of the State of Georgia.
	10. The minor will not be employed in a production or performance where the atmosphere, location, or place of employment is hostile or offensive to the generally accepted standards of the state or the community in which the minor is expected to perform.
	11. The minor may not be required, coerced, or otherwise permitted to pose or perform in a state of nudity or partial nudity, nor shall any minor be present on a set while adults are posing or performing nude or partially nude in acts which are sexually explicit as defined by the Georgia Criminal Code.
	12. The employer will notify the Department if there are significant changes in the description of the tasks to be performed by the minor. Such employer notification will be submitted at least one (1) working day prior to the date of the production, as revised.

If the employer cannot comply with any of the above assurances, the employer may petition the Commissioner of Labor for a waiver of said assurance which will include the rationale as to why the employer cannot attest to the said assurance. Such a waiver will only be provided in writing by the Commissioner or his designee.

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PARENTAL ACKNOWLEDGEMENT

I hereby expressly acknowledge and permit my child/ward named above to be engaged and perform for the named employer. I also expressly agree to be in attendance at all times during the engagement or employment of my child/ward (if under 16 years of age) with the name employer. If for any reason I am unable to be in attendance, I expressly grant to the employer the responsibility for the safety and well-being of my child/ward.

NAME (PRINT):

PHONE:

STREET ADDRESS

CITY:

STATE:

ZIP:

SIGNATURE:

DATE:

EMPLOYER ACKNOWLEDGEMENT

I hereby certify and attest that I have read the child labor laws, accept all terms, and agree to provide the assurances initialed above. I agree to comply with all laws and regulations governing the employment of minors in entertainment which are hereby incorporated by reference. I further agree that during any period the minor's parent or legal guardian is not present, I expressly accept responsibility for the minor's safety and well-being. I have legal authority to sign on behalf of the employer.

NAME (PRINT):

TITLE:

SIGNATURE:

DATE: