

OBTAINING EMERGENT THEATRICAL PERMITS FOR MINORS

DIRECTIONS

1. The production company must fill out and send back to the NJ Motion Picture and Television Commission the Theatrical Production Application. The Commission's **fax** number is **973-648-7350**. The Commission's **telephone** number is **973-648-6279**. Applicants can disregard the sections related to getting formal permits, and only fill out the sections relevant to the requirements for obtaining an Emergent Theatrical Permit.
2. The production company must fax the Commission a signed letter, on the company's official 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
 6. A statement that reads "no unusual or extraordinary safety hazards will exist on the set"
3. Attached to the letter should be a sheet of information about the minors involved in the production, including the following information about each minor:
 1. Name of minor
 2. Names of minor's parents
 3. Address of minor
 4. Phone number of minor's parents
 5. Name of school minor is attending
 6. Birth date of minor
 7. Age of minor

The information will be submitted to the New Jersey Department of Labor by the Motion Picture and Television Commission in a timely manner. Within one to two days, the production company will receive a letter of permission from the Department of Labor permitting the use of the minors, provided that all requirements are met. The letter should be kept on the set at all times. A field representative from the Department of Labor may, at any time, visit a set where minors are present. The production company must, in such instances, show the letter of permission to the field representative.

PLEASE NOTE THAT EMERGENT THEATRICAL PERMITS ARE ISSUED ONLY WHEN MINORS ARE WORKING FOR NO MORE THAN ONE DAY EACH. ALSO, THE DEPARTMENT OF LABOR WANTS TO RECEIVE REQUESTS AT LEAST TWO WORKING DAYS BEFORE A SHOOT IS SCHEDULED TO TAKE PLACE. WHEN THIS IS NOT POSSIBLE, THEY WANT AT LEAST TWO DAYS NOTICE AS TO THE LOCATION AND TIME OF A PARTICULAR SHOOT, AND THE NUMBER OF MINORS INVOLVED. THUS, THE MOTION PICTURE AND TELEVISION COMMISSION MUST RECEIVE THE REQUIRED INFORMATION DESCRIBED ABOVE IN A TIMELY MANNER.