



Application for a Child Performer Permit

- Use this application to obtain or renew a Child Performer Permit.
- Submit the School Form (LS 560), Health Form (LS 562), Trust Account Form (LS 566) included within this application, as well as other documents as explained in the instructions on page 3.
- Permits are valid for 12 months.
- To avoid delays, permits should be renewed before they expire.
- Mail the completed application AND required attachments to the address above.

Failure to complete all questions and attach all required documents will result in processing delays.

1. Child Performer name _____
Last First Middle Initial

2. Child Performer Professional name (if different) _____

3. Permit use Performance Modeling Both

5. Date of birth ____/____/____ Age ____
Mo. Day Yr.

| |
|-------------------------------------|
| 4. Permit Number (if any): _____ |
|-------------------------------------|

6. Social Security Number ____/____/____

6 A. Other identification number (for non-US citizens) _____
Other identification type (check one) passport other

7. Physical description Hair color _____ Eye color _____

8. Parent/Guardian name _____
Last First Middle

9. Primary phone number _____

10. E-mail address _____

11. Address

11A. Mail permit to (if different)

12. Attach the following documents according to the Submission Instructions (see page 3).

- School Form (LS 560) required with every application for school-aged performers, age six (6) and up
- Health Form (LS 562) required with every application
- Copy of document that proves child's age (required with the first application, if not previously submitted)
- Copy of parent photo ID (of parent signing application, if not previously submitted)
- Submit a copy of guardian photo identification (ID) and notarized statement of guardianship (if guardian signing application)
- Trust Account Form (LS 566) (required with the first application)
- Updated Trust Account Form (LS 566). This is required when renewing a permit **only** if you answer **NO** to any of the following three questions:
 1. Is the trust account established to obtain the original Permit currently open? **Yes** **No**
 2. Are the account holder names, type of account, account number, financial institution, and local branch address all the same for the account established to obtain the original permit?
 Yes **No**
 3. Is the current balance less than \$250,000? **Yes** **No**

13. Advisory for Parent/s Guardians

New York State law requires 15% of a child performer's earnings to be placed in trust in accordance with Part 7 of Article 7 of the Estates, Powers and Trusts Law. The child performer's parent or guardian must establish the child performer trust account to comply with this requirement. The child's parent or guardian must provide the child performer's employer with the information necessary to transfer these monies to the account. Failure to comply with this requirement will prevent the Department of Labor from renewing the child's permit to work as a child performer.

14. Acknowledgement and Declaration

I affirm that I am the parent or legal guardian of the above named Child Performer and I hereby consent and request that an Employment Permit for a Child Performer be issued to the above named child. I agree to abide by all laws, rules and regulations covering the employment of child performers including the responsibilities listed above. I affirm that the information in this application and all attachments is complete and accurate to the best of my knowledge. I have reviewed the educational materials on eating disorders posted on the Labor Department's website pursuant to Section 154 of the Labor Law. I understand that the Labor Department may suspend or revoke a Child Performer Permit for good cause per Part 186- 9.2 of the regulations.

15. Parent/Guardian Signature

Date

16. Parent/Guardian Name (print)

Application Submission Instructions

Social Security Number: Include the child's Social Security Number on the application. If the child does not yet have a Social Security Number, submit the number when it becomes available. Non-U.S. citizens may provide a passport number and country of origin, or a copy of some other document that authorizes the child to work in the United States.

Proof of Child's Age: Provide a copy of a document that shows the child's age, such as a birth certificate, baptismal certificate, naturalization papers or passport. **Do not** send original documents. This is required with the first application only.

Parent/Guardian Identification: Send a **clear** copy of government-issued photo identification of the person who signs the application. Guardians must also attach a copy of a certified court document or notarized statement from the parent naming the Guardian. If the person signing the application has already sent a copy of their photo ID, then it is not necessary to send another copy.

School Form (LS 560): This form proves Satisfactory Academic Performance and is required with every application for school-aged performers age six (6) and up. It must be filled out and signed by a school official. If school is not open, contact a school administration office. If you are homeschooling, the local school district should fill out the form or direct you to a monitoring office. If your state does not monitor homeschooling, provide official information stating your state does not monitor homeschooling. The School Form is valid only if it is submitted within 90 days from the date that the school representative's signs the form.

Health Form (LS 562): This form proves the minor is physically fit for employment and is required with every application. It must be filled out by a licensed physician, physician's assistant or nurse practitioner. We will accept proof from a school health professional if, it certifies physical fitness for employment. The exam must be within 12 months of the application date. **Medical history or immunization records are not acceptable documents for proof of physical fitness for employment. DO NOT submit these documents.**

Trust Account Form (LS 566): The law requires that a trust account be established for child performers. **A representative from a financial institution must fill out this form.** It is required with the first application. If trust account documentation provided by your bank clearly displays all of the information required on the LS 566, you may attach that document and submit it instead of the LS 566.

Updated Trust Account Information (LS 566): This form must be sent with any application if any trust account information has changed since the first application. This form is also required when the trust account balance reaches \$250,000. When the balance has reached \$250,000, the form must show that you have appointed a trust company as the account custodian. If trust account documentation provided by your bank clearly displays all of the information required on the LS 566, you may attach that document and submit it instead of the LS 566.

Sign and date application: We are unable to process this application without your signature.



Child Performer School Form

This form:

- Is required to verify satisfactory academic performance for school-aged performers age 6 and up
- Must be completed by the performer’s local school, school of enrollment or monitoring office
Note: Report cards are not acceptable proof of satisfactory academic performance
- Must be submitted with the *Application for a Child Performer Permit* (LS 561)
- Is valid only if it is submitted within 90 days of the representative’s signature date

Name of Student/Minor (Print) _____

Please check all that apply:

- Is currently maintaining satisfactory academic performance
- Is homeschooled and is maintaining satisfactory academic performance
- Is **not** currently maintaining satisfactory academic performance

I certify that the above named minor is currently enrolled at:

Name and Location of School _____

| | |
|---------------------------------------|--------------------------------|
| Name of School Representative (print) | Title of School Representative |
| Signature of School Representative | Contact Phone Number |
| Signature Date | |

**This part may be filled out by the parent /guardian
if the choices above do not apply.**

The above-named minor:

- Graduated. (Attach a copy of diploma or other official document.)
- Is homeschooled and progress is not monitored by the state. (Attach an official letter or other official information stating that homeschooling is not monitored by education authorities in your state.)



Child Performer Health Form

Parent/Guardian:

- This form is required to prove a child is physically fit for employment as a child performer.
- This form must be sent with the Application for an Employment Permit for a Child Performer, LS 561.
- This form must be completed by a licensed physician, physician assistant or nurse practitioner.
- We will accept proof from a school health professional **if** it certifies physical fitness for employment.
- The examination must take place **within 12 months** of the Child Performer Permit Application date.
- **Do not** send medical history or immunization records. They are not acceptable proof of physical fitness for employment.

Child Performer Name _____

Practitioner: Choose A or B.

I hereby certify that I have examined the above-named applicant. I find that the minor is:

- A. Physically capable for employment as a child performer.
- B. Physically capable for employment as a child performer **subject to the following limitation(s)**. Only state limitation(s) for employment. **Do not** disclose confidential information.
- _____
- _____

Date of examination: _____

Name and title of practitioner: _____

Office address: _____

Office phone number: _____

Signature of practitioner: _____

Date form signed: _____



Child Performer Trust Account Form

Applications for a Child Performer Permit in New York State must include proof of an established trust or custodial account. This is according to New York State Estates, Powers, and Trusts Law (Article 7, Part 6 and Part 7) and New York State Labor Law (Article 4-A, and Child Performers Part 186). Employers must deposit at least 15% of the performer's earnings into this account.

Once a Child Performer trust account balance reaches \$250,000, state law requires you to appoint a trust company as custodian of the account.

A trust account may be set up in any state or country as long as it meets New York State requirements.

Bring this form to a financial institution to set up a trust account for a child performer. Completing this form will meet the trust account requirements for issuing a Child Performer Permit.

- This form is required:
- To prove that a trust account has been established.
- If trust account information has been changed.
- When a trust account balance reaches \$250,000.
This form is not required:
- If you have already submitted proof that a trust account has been established and none of the account information has changed
- If the documentation provided by your bank clearly displays the information required in #1 - 5 below, you may attach that instead of completing this form.
This form must be completed and signed by a representative of a Financial Institution.
This form must be submitted with the Application for a Child Performer Permit (LS 561).

1. Minor Name on Account: _____

2. Custodian Name on Account: _____

3. Financial Institution Name and Address (local branch where account is located): _____

4. Account Type (you must check one): [] Uniform Transfers to Minors Act (UTMA) [] Coogan
[] Uniform Gifts to Minors Act (UGMA) [] Blocked Trust

5. Full Account Number: _____

Completed by: _____
Name of financial institution representative Title of representative

Signature of financial institution representative Date

Official Institution Stamp, Seal, or Notary for above signature

[Empty box for official stamp or seal]



Did You Remember To:

- ✓ **Answer all the questions on the application form**

- ✓ **Sign and date the application form**

- ✓ **Enclose all required documents with the application:**
 - **New Application:**
 - Proof of child's age
 - Parent identification (ID)
 - School document
 - Health document
 - Trust document
 - **Renewal Application:**
 - Parent Identification (ID), if not on file
 - School document
 - Health document

- ✓ **Mail the completed application package and all attachments to:**
 - New York State Department of Labor
 - Division of Labor Standards
 - Permit and Certificate Unit
 - State Office Campus
 - Building 12, Room 266B
 - Albany, New York 12240