



New York State Department of Labor  
 Division of Labor Standards  
 Permit and Certificate Unit, Room 266A  
 State Office Campus, Building 12  
 Albany, NY 12240



## Notice of Use of Child Performers

### A. Instructions for Employers

- Employers must notify the Department of Labor at least two (2) business days before a child performer begins work.
- Notice is not required for child performers employed under a Group Certificate.
- Return the completed form by mail to the address above or fax it to (518) 457-2731.
- Contact us immediately to update any information after submission.

### B. Employer Information

Certificate of Eligibility to Employ Child Performers (number) \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Business Address \_\_\_\_\_ City \_\_\_\_\_

State/Province/Region \_\_\_\_\_ Country \_\_\_\_\_ Postal Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_

State/Province/Region \_\_\_\_\_ Country \_\_\_\_\_ Postal Zip Code \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Employer FEIN \_\_\_\_\_ - \_\_\_\_\_

Employer's on site representative name & title \_\_\_\_\_

Employer's on-site representative contact information: Phone number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

### C. Employment Information

Number (#) of Child Performers to be used \_\_\_\_\_

Physical Address (location) of Employment of Child Performer(s) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Duration of Employment \_\_\_\_\_

Describe the manner and role in which the child performer(s) will be used

\_\_\_\_\_  
 \_\_\_\_\_

### D. Submitted By

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_