# **Work Permits**

### **There are two types of work permits: Entertainment and Non-Entertainment**

## **Entertainment Work Permits:**

Families download the *Application for Permission to Work in Entertainment Industry* form DLSE 277 from the [CA Department of Industrial Relations Website](https://www.dir.ca.gov/dlse/Entertainment-Work-Permit.htm)

Once the family fills out the top portion of the form they email the form to Records@thinksuite.org

The Records Department will receive this form and process within 2-3 business days. They will verify the student is active and currently working in compliance with the school’s policies. After verification, the Records Department will sign, stamp, and provide the family with two copies. One will be sent via email, the other through regular US mail.

The family then has three options when submitting the completed application back to the CA Department of Industrial Relations.

* Online
* By Mail
* In-Person

## **Non-Entertainment Work Permits:**

Families download a *Statement of Intent to Employ a Minor and Request for Work Permit* form CDE B1-1 from the [CA Department of Industrial Relations Website.](https://www.dir.ca.gov/dlse/DLSE-CL.htm) They may also obtain this form from their potential employer. Once the family fills out the top section of the B1-1 form they email it to Records@thinksuite.org

The Records Department will receive this form and process within 2-3 business days. They will verify the student is active and currently working in compliance with the school’s policies. After verification, the Records Department will fill out and sign the bottom portion of the B1-1 form and complete form B1-4, which is the actual permit. Both forms will then be mailed to the family.