

Child Labor Laws

(The following provisions are taken from: ACT 205, CHILD LABOR LAW, 820ILCS 205/1 ET SEQ., and the publication "Child Labor Laws and Rules and Regulations: Street Trade Laws.")

Work Permits/Employment Certificates:

All children under the age of sixteen (16) years of age are considered minors in the state of Illinois. All minors are required by Illinois law to have an employment certificate prior to employment. This is the first step for the employment of a minor in a motion picture, television show, commercial, music video, or any related film/video production activity.

The following documentation is required to be presented in person by both the minor and the parent or legal guardian when applying for a work permit:

1. Employer's Statement of Intention to Employ, also known as "Letter of Intent"

- a. The letterhead stationary of the employer should be used.
- b. The letter must state the type of work and the work schedule.
- c. The employer or agent must sign the letter.
- d. If tutoring is required, the employer's letter must include the tutor's name, the tutoring schedule, and the tutoring location. A copy of the tutor's teaching certification must accompany the letter.

2. Proof of Age

- a. A certified copy of a birth certificate issued by a city, county, state, or a hospital is preferred. (Xerox copies are not acceptable.)
- b. If a certified copy of the birth certificate is not available, any one of the following will be accepted as documentary proof of age:

- i. Baptismal Certificate
- ii. Insurance Policy*
- iii. Alien Registration Card
- iv. Passport
- v. Bible Record*
- vi. Notice of Birth Registration
- vii. Other Documentary Proof of Age*

*These documents must be at least one year old to be acceptable.

NOTE: If the applicant's name on the employer's letter differs from that shown on the proof of age presented, the parent or guardian must complete an affidavit. Affidavit forms are available from the Department of Truancy Prevention, 125 South Clark, Suite 1016, Chicago, IL 60603.

3. Parental Approval - A written statement that the parent approves the employment of the minor for the specific job must be provided.
4. Social Security Number - The minor's social security number must be provided when applying for the work permit. (A copy of the application for a Social Security card is also acceptable.)
5. Medical Statement - A written statement from a physician must be presented which indicates that on the basis of an examination performed within one year of the date of the application that the child is physically fit to be employed in all legal occupations.
6. Principal's Statement - During the school year, if the applicant is age six or older, the applicant's home school must supply a letter on school letterhead stating that the minor is a full-time student and the hours the child is in school and signed by the principal.

Where to get work permits:

Illinois Residents:

Illinois residents contact a local high school in your area to determine if they will issue a permit for your minor.

During the school year (Chicago Area) these facilities also will issue permits:

6323 North Avondale 773-534-1100	2021 North Burling 773-534-8230	231 North Pine 773-534-6284
10 West 35th Street 773-534-9082 6139	South Wolcott 773-535-9570	10541 South Aberdeen 773-535-2600

All Year:

Chicago Public Schools, Department of Truancy Prevention
125 South Clark Street
Chicago, IL 60603
Suite 1016
Phone: 773-553-2180
Fax: 773-553-2182
Monday through Friday from 9:00 AM to 4:00 PM.
Please call for an appointment.

State Board of Education
100 West Randolph, 14th Floor
Phone 312-814-2220,
Monday through Friday from 9:00 AM to 4:00 PM.
Please call for an appointment.

Please note that the permit/employment certificate is valid for one year.

WORK RULES for a minor working on a motion picture, television show, commercial, music video, or any related film/video production activity.

1. Work Permit. A valid Illinois work permit must be issued prior to employment.
2. Supervision. A minor must be accompanied by a parent/guardian while on set.
3. Meal Break. A minor must receive a 1-2 hour meal break after five (5) hours on the set.
4. Normal Work Day Hours. The normal work day is between the hours of 7AM and 7PM from Labor Day to 1 June and 7 AM to 9 PM 1 June to Labor Day. Any filming activity before or after these hours requires a night work waiver. (See Waivers below)
5. Rest Break (Turn Around). A minor must be provided a twelve (12) hour rest break at the end of the workday and prior to the commencement of their next day of work or school.
6. Facilities. All minors must be provided with separate and adequate facilities for rest, schooling, and recreation.

Length of Work Day on a school day during the school year

Age	Total Hours on Set per day	Actual Work Hours	Tutoring Hours	Rest and Recreation
0 to 8	No Restriction	3 Hours	No more than a total of 8 hours work and school	N/A
9 to 15	9 Hours	5 Hours	3 Hours	1 Hour

Length of Work Day on a Weekend Day or Holiday during the school year

Age	Total Hours on Set per day	Actual Work Hours	Tutoring Hours	Rest and Recreation
0 to 8	No Restriction	8 Hours	None	N/A
9 to 15	No Restriction	8 Hours	None	N/A

Length of Work Day on days between June 1st and Labor Day (Summer)

Age	Total Hours on Set per day	Actual Work Hours	Tutoring Hours	Rest and Restrictions
0 to 8	No Restriction	8 Hours	None	N/A
9 to 15	No Restriction	8 Hours	None	N/A

WAIVERS

Night Filming: A waiver may be obtained for night filming activity after 7 PM from Labor Day to June 1st, and after 9PM from June 1st to Labor Day.

Waiver applications can be obtained through the Illinois Film Office 312-814-3600.

The form must be completed and signed by the parent/guardian then submitted to the Illinois Department of Labor Compliance Processing Department, 160 North LaSalle, 13th Floor, Chicago, Illinois 60601,

Attention: Compliance Processing Manager by 12 Noon on the day of filming (In case of weekend filming it must be submitted by 12 Noon on Friday).

The compliance officer phone number is 312-793-2805. Completed waiver forms may be faxed to 312-814-1210.

Extended Work Hours: There is no waiver for extending the minor's workday.

STUNTS, ATHLETIC OR ACROBATIC ACTIVITY

No minor shall perform any stunts, unusual athletic or acrobatic activity unless the minor and the parent/guardian represent that the minor is capable of performing such activity and the parent/guardian give prior consent in writing.

HAZARDOUS ACTIVITIES

No minor shall be required to work in any hazardous situation that places them in a clear and present danger to life and limb, regardless of any parental consent.

For further information concerning Illinois Child Labor Statutes, contact the Illinois Film Office at 312-814-3600.