

# SCCC Instructions for Applying for Work Permits Online

## These instructions are also located on the SCCC website

1. Applications should be completed online at the DLSE website: <https://permits.dir.ca.gov/ewp/>
2. First time users of this website must create a username and password. If your child has a current work permit, you must provide the work permit number and your child's birthdate.
3. If you are renewing a work permit, it must be submitted within 30 days before the expiration date. It can take time for processing so it is recommended to submit the paperwork as soon as allowed.
4. Complete the form online and print out the completed School Record form.
5. **You do not need to complete the Health Record, only the School Record form.** Choristers not yet in school or in kindergarten need to submit a copy of their birth certificate instead of the school record.
6. Take the filled out form to your child's school to complete the School Record Information. The application must be fully completed (failure to fill in any of the sections will cause the application to be returned as incomplete) and signed by an authorized school official as indicated below (not office manager, secretary, attendance or records clerk):
  - Elementary – Principal, Vice-Principal or Teacher
  - Jr. High / High School – Principal, Vice-Principal, Dean, Asst. Dean, Director, Asst. Director, Counselor, Headmaster/Headmistress
  - Non-school age children – see requirements on back of application

**Note:** When school is not in session (i.e. summer), a copy of the most recent report card may be submitted instead of the school form..

7. Make sure that the school official includes the school stamp or seal in the appropriate place on the application. An address stamp is acceptable if the school doesn't have a seal.

If the school uses a raised seal, follow these tips so that the seal will be visible when submitted to the work permit office:

- Scribble lead pencil on scratch paper. DO NOT scribble directly on the seal, as it will flatten it.
  - Lay the scratch paper lead-side down over the embossed seal, then, gently rub the scribble mark onto the seal, like applying facial make-up or like dusting for finger prints.
  - Remove the scratch paper. The embossed seal should now be legible and ready to scan.
  - You could instead lightly brush on colored eye shadow to make the seal legible.
8. After the form has been signed by the school official, log back into the DLSE website, scan and upload the form, choose the 'edit' option, change the date, then click 'next' and upload the scanned form.

**Note: Only upload the school form. The health form is not needed.**
  9. After several weeks, you will receive an email telling you the permit has been approved. You should then log back into your account, select the work permit and print the approved permit. Keep the original and either email a copy to [workpermitinfo@scchorus.org](mailto:workpermitinfo@scchorus.org) or bring it on Tuesday to the Merchandise Table. Your chorister's work permit is not current with SCCC until we receive a copy.
  10. Entertainment Work permits are only valid for six months. Please begin the renewal process 30 days before the permit expiration date. It is your responsibility to keep track of the expiration date and begin the process in a timely manner.
  11. Work permits can also be obtained by mail. SCCC highly discourages using this method as it can take months for renewal. Instructions for obtaining a work permit via mail can be acquired at the Scrip/Merchandise Table during rehearsal.