Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. _____
Provincial/Field Office _____

WORKING CHILD PERMIT
APPLICATION FORM

Passport Size Photo
3.5 cm. x 4.5 cm.

PERSONAL DATA OF THE CHILD

Name of Child: _____
(Last Name) (First Name) (Middle Name)

Home Address: _____ Contact Details: _____

Date of Birth: _____ Place of Birth: _____ Age: _____

Sex: ☐ Male ☐ Female Education: ☐ Grade level (specify if applicable) _____

NAME OF PARENTS/GUARDIAN

Father: _____ Occupation: _____

Mother: _____ Occupation: _____

Guardian: _____ Occupation: _____

A. FOR PUBLIC ENTERTAINMENT OR INFORMATION

Terms and Conditions

Title of Project/Activity: _____ Talent Fee _____

Description of role of the child: _____

Date/s	Location (Specify details)	Call Time	No. of Hours of Work

Note: Please use extra sheet if necessary

The following are provided to the child:

- ☐ comfortable workplace and adequate quarters
- ☐ break or rest periods in comfortable day beds or couches
- ☐ clean and separate dressing rooms and toilet facilities for boys and girls
- ☐ adequate meals and snacks and sanitary eating facility
- ☐ all the necessary assistance to ensure adequate and immediate medical and dental attendance and treatment to an injured or sick child in case of emergency
- ☐ others, please specify _____

Data on Employer

☐ Producer ☐ Advertiser ☐ Ad Agency ☐ Talent Caster ☐ Talent Agent ☐ Talent Manager ☐ Others, specify _____

Name of Establishment/Company: _____ Tel. No.: _____

Address: _____ Fax: _____ E-mail: _____

Business Permit No./Mayor's Permit No.: _____ Date Issued: _____ Valid Until: _____

B. FOR FAMILY UNDERTAKING

The child works under the sole responsibility of ☐ parent ☐ guardian ☐ family member other than parent, specify _____

Nature of business/undertaking: _____ Location: _____

Specify the child's activity or work: _____

I hereby certify that the information contained herein are true and correct to the best of my knowledge.

Printed Name and Signature of Employer	Printed Name and Signature of Authorized Network Representative, if for Television	Printed Name and Signature of Parent/Guardian

Designation

ACTION OF DOLE REGIONAL/PROVINCIAL/FIELD OFFICE

DOCUMENTS SUBMITTED

FIRST APPLICATION

- ☐ Notarized and duly accomplished WCP Application Form
- ☐ Proof of schooling (any of the following)
  - ☐ Certificate of Enrollment
  - ☐ Current School ID
  - ☐ Certified True Copy of Current Report Card
- ☐ If the child is not enrolled, Notarized Affidavit that the child shall be enrolled in the next school year (if applicable)
- ☐ Authenticated copy of the child's Birth Certificate or Certificate of Late Registration of Birth issued by the Philippine Statistics Authority or city/municipal registrar
- ☐ Medical Certificate issued by a licensed physician showing the physician's full name, signature and license number (valid within 1 month from date of issuance)
- ☐ Two (2) passport size photographs of the child
- ☐ Any valid government issued ID of parent/guardian
- ☐ When the employer is the parent, guardian, or a family member other than the parent of the child
  - ☐ For legal guardian – Authenticated proof of legal guardianship
  - ☐ For family member – Proof of relationship to the child
- ☐ When the employer is in public entertainment or information
  - ☐ Certified true copy of the employer's business permit or Mayor's Permit
  - ☐ Notarized Employment Contract between the employer and the child's parents or guardian
- ☐ Application fee (₱100.00)

SUCCEEDING APPLICATIONS

- ☐ Notarized and duly accomplished WCP Application Form
- ☐ Previously issued WCP Card
- ☐ Proof of schooling (any of the following)
  - ☐ Certificate of Enrollment
  - ☐ Current School ID
  - ☐ Certified True Copy of Current Report Card
- ☐ Medical Certificate issued by a licensed physician, showing the physician's full name, signature and license number (valid within 1 month from date of issuance)
- ☐ Two (2) passport size photographs of the child
- ☐ Any valid government issued ID of parent/guardian
- ☐ Trust Fund Certificate issued by a bank under the child's name (if applicable)
- ☐ When the employer is the parent, guardian, or a family member other than the parent of the child
  - ☐ For legal guardian – Authenticated proof of legal guardianship
  - ☐ For family member – Proof of relationship to the child
- ☐ When the employer is in public entertainment or information
  - ☐ Certified true copy of the employer's business permit or Mayor's Permit
  - ☐ Notarized Employment Contract between the employer and the child's parents or guardian
- ☐ Application fee (₱100.00)

Date Received:_____