DEPARTMENT OF INDUSTRIAL RELATIONS Headquarters Office

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Julie A. Su

California Labor Commissioner Division of Labor Standards Enforcement TOM

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Hello:

The mission of the California Division of Labor Standards Enforcement (DLSE) is to vigorously enforce minimum labor standards in order to ensure employees are not required or permitted to work under substandard unlawful conditions, and to protect employers who comply with the law from those who attempt to gain competitive advantage at the expense of their workers by failing to comply with minimum labor standards.

DLSE's Licensing & Registration program is one method used to meet that mission. DLSE issues licenses, registrations or provides certifications to business entities and their principals in several different industries operating businesses within the State of California. One challenge we have is ensuring that those who do business in the state are aware of the State's licensing and/or registration requirements. In our enforcement activities, we can cite employers for failure to register, but my hope is to try and improve compliance through better communication of the requirements when businesses are getting started.

We are asking for your assistance. Enclosed is a small supply of information sheets that briefly explain which businesses and individuals are required to be licensed or registered by DLSE and which provides resources for further information. Our request for your help is two-fold.

• First, we ask that you please distribute this information sheet to individuals who present themselves at your office when applying for the business licenses required by your office. If you need more copies, please contact my office.

Second, it would be a great service if you would post the information sheet on your website and in any resource information you may provide to new and existing businesses in your jurisdiction.

In an effort to "get the word out" and cover as much territory as possible, we are making this request of all County business license divisions covering non-incorporated areas of their respective counties as well as all incorporated cities within the State. We are hoping that with your assistance we can meet our shared goal of creating a healthy environment for employers and employees in the State and helping businesses comply with all applicable requirements.

If you have any questions, please feel free to contact Char Grafil, Special Assistant to the Labor Commissioner, at 415-703-5291 or <a href="mailto:cgrafil@dir.ca.gov">cgrafil@dir.ca.gov</a>.

Please accept my thanks for your anticipated assistance.

Julie Su

Labor Commissioner

#### STATE OF CALIFORNIA

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Division of Labor Standards Enforcement
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Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

## DLSE requires licenses for:

Farm Labor Contractors

Talent Agent

Industrial Homework

- o License to Employ Industrial Homeworkers
- o Permit to Work as an Industrial Homeworker

Employers, supervisors and transporters of minors working in door-to-door sales

### DLSE requires registration of:

Garment Manufacturers/Contractors Car Wash and Polishing businesses

#### DLSE provides certification of:

Studio Teachers

## DLSE collects bonds for businesses engaging in:

Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the entertainment industry and any employer wishing to employ a minor in the entertainment industry is required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloadable application forms, instructions and other documentation required to complete your application can be accessed on the DLSE website at <a href="http://www.dir.ca.gov/dlse/dlseLicensing.html">http://www.dir.ca.gov/dlse/dlseLicensing.html</a>. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go the DLSE website at <a href="http://www.dir.ca.gov/dlse/DistrictOffices.htm">http://www.dir.ca.gov/dlse/DistrictOffices.htm</a>.

# GOOD LUCK IN YOUR NEW BUSINESS !! WE WELCOME THE OPPORTUNITY TO ASSIST YOU !!

Julie Su Labor Commissioner