Guidelines for Online Permit Submission

For students working projects for upper-level production classes (second year or higher), graduate students, or students working on thesis projects, applying for your permit online is simple and straightforward. The following are the steps you need to take to apply for your permit online:

1. **Register**
   Go to the FilmL.A. website (www.filmla.com) and select “Register for an account.” Shortly after completing the registration, you will receive an automated email with a password sent to your primary email address.

2. **Log-in**
   From the FilmL.A. website, log-in to the Online Permit System (OPS) entering your primary email address as user name.

3. **Create Permit**
   Once logged-in, click on “Permits” tab and then select “Create Permit.” You will then be prompted to fill out each section of the permit application. When you have completed all of your locations, click the “submit” button to submit the application to our office. Keep in mind that all required fields must be filled-in before you can submit your application.

4. **Provide Documentation**
   A FilmL.A. representative will contact you with additional information once your application has been reviewed. Be prepared to email your student certification as well as any other requested documents so that we can begin processing your application. The original student certification (not a copy) is due at permit pick-up.

*Please keep in mind accepted payment methods for all student permits are cash, cashier check, or money order (no personal checks, debit, or credit), which is due at the time of permit pick-up.*

*Please plan to pick up your permit on the business day prior to your first film date. You may contact your coordinator if you require a draft copy of the permit prior to this time.*

For any further questions, please contact our office at 213-977-8600 or go to “For Filmmakers” section on the FilmL.A. website.