

Permit Application Help

Adding Your Production Company

Fill in the name of your production company. If you are a still photographer and don't have a company, enter your name as the company name. Complete the address fields and mark the section "Complete". This will take you back to the Application Summary page.

The screenshot shows a web form titled "71 - Acme Home Improvement Ad" with a status of "In Progress". The main section is "Production Company". Under "Company Name", the text "Acme Productions" is entered. Below this is a "Production Company Address" section with the following fields: "Address Line 1" (100 Main Street), "Address Line 2" (empty), "City" (Anywhere), "US State" (CA), "US Zip Code" (11111), "Country" (United States), "Non-US Territory" (empty), and "Non-US Postal Code" (empty). At the bottom of the form, there are two buttons: "Complete" and "Cancel". A red arrow points to the "Complete" button.

Return to the [help page](#) for more guidance.

See next page for editing information...

If you need to edit your Production Company information while the Application is still in the “Submitted” stage, click “Recall”, and return to the “Production Company” section to edit your information.

71 - Acme Home Improvement Ad Submitted

1 Application Summary

There are Five Sections to the Application. Enter and **save** the information in the **Production Company**, **Contacts** and **Location/Activities** sections and mark **complete**. Please **submit** your application at this point.

Once you have submitted your application, you can go back and enter the insurance policy information in the **Insurance section** and in the **Upload Insurance & Supporting Documents** section you can upload the insurance certificate, drone documents and any other supporting documents. In the **Upload Supporting Documents** section you can upload them all in one PDF by selecting the appropriate document type from the drop down, or upload them individually. Your CFC coordinator will mark the **Insurance** and **Upload Supporting Documents** sections **complete** once they have reviewed the documents.

Sections	
Production Company	Complete >
Contact Information	Complete >
Locations/Activities	Complete >
Insurance	Not Started >
Upload Insurance & Supporting Documents	Not Started >

Recall Options Revision Request

After editing, be sure to click the “Submit” button once more.

Locations/Activities	Complete >
Insurance	Not Started >
Upload Insurance & Supporting Documents	Not Started >

Submit Options

Once your application is “Under Review,” you must select “Revision Request” to edit your information.

Recall Options Revision Request