CFC Permit Application Help
Creating New Applications

Before you create a new application, you must first create an account. Return to the help page to learn how to create an account before proceeding.

Create a new application:

Begin by clicking the “Create a New Application” button.

Next, fill in the fields and click the button, “Create Application.”
Once the information required in the "Create an Application" section is entered, the user can move through the 5 sections of the application. An **application summary** screen is shown below:

As sections are completed, the boxes on the right-hand side will show as “**Complete**” or “**In Progress**”. 
Once the first three sections (Production Company, Contacts, and Location/Activities) are marked as “Complete” the application should be submitted. You must submit your application at least 4 business days (96 hours) before your first prep/shoot date. The “Submit” button will not be active until the first three sections have been completed.

Hitting the "Submit" button will move you to the "Terms and Conditions" page. Check the "I agree to the above conditions" box and then hit the "Submit Application" bar.
You will receive an email from the system letting you know your application has been successfully submitted and the status next the project name will change to "Submitted".

Applicants can add information in the Insurance section and upload documents in the Upload Insurance & Supporting Documents section either before or after they have submitted their application. The status for these sections will show "In Progress" The CFC Permit Coordinator will mark those sections complete once they have reviewed the documents.

Return to the help page for more guidance.

See next page for editing information...
If you need to edit any information while the Application is still in the “Submitted” stage, click “Recall”, and return to the section in which needs editing, and edit your information.

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

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