



Firearms Permit & Pyrotechnic License

Reimbursement Policy and Reimbursement Form (for Local 44)

This form explains how Industry Professionals working under the IATSE Local 44 Agreement may request reimbursement of the cost of their California Firearms Permit, Dangerous Weapons Permit or Pyrotechnic License, subject to Paragraph 88 of the Local 44 Agreement. If you meet the eligibility criteria below, you can submit this form to submit your request for reimbursement.

Reimbursement Eligibility Criteria

California Entertainment Firearms Permit or Dangerous Weapons Permit	Pyrotechnic License
<p>To be eligible for a reimbursement of the cost of a California 'Entertainment Firearms Permit' or 'Dangerous Weapons Permit', you must meet the following criteria:</p> <ol style="list-style-type: none"> 1. It was necessary for you to have this permit to handle materials or equipment used in the course of your employment, as required by a Producer. 2. You must have worked at least twenty (20) days under the IATSE Local 44 Agreement as a Property Master, Assistant Property Master, Property Gang Boss or Property Person (Occ. Codes 7331, 7332, 7351 or 7369), or in the corresponding classifications under the Sideletter re: 'Special Conditions for Long-Form Television Motion Pictures' or the Videotape Electronics Supplemental Basic Agreement. 3. Those twenty (20) days must have been worked within a period of twelve (12) consecutive months immediately preceding the date of your reimbursement request. <p>Note that the reimbursement of an "inspection fee" associated with the permit will be limited to the fee applicable to the smallest inventory of firearms.</p>	<p>To be eligible for reimbursement of the cost of a city, county, state or federal license pursuant to the Safe Explosives Act of 2002 (i.e., a Pyrotechnic License), you must meet the following criteria:</p> <ol style="list-style-type: none"> 1. It was necessary for you to have this license to handle materials or equipment used in the course of your employment, as required by a Producer. 2. You must have worked under the IATSE Local 44 Agreement or the IATSE Videotape Electronics Supplemental Basic Agreement for at least twenty (20) days either in the Special Effects department (Occ. Codes 7310, 7311, 7313, 7315 or 7317) or in the corresponding classifications under the Sideletter re: 'Special Conditions for Long Form Television Motion Pictures' or the Videotape Electronics Supplemental Basic Agreement. 3. Those twenty (20) days must have been worked within a period of twelve (12) consecutive months immediately preceding the date of your reimbursement request.

Request Form

Step 1. Tell us which reimbursement you are seeking:

- California Entertainment Firearms Permit or Dangerous Weapons Permit Pyrotechnic License

Step 2. Complete and sign the form below:

Local/Classification:		
Local #44	Job Classification:	
Personal & Contact Information:		
First Name:		Middle Name:
Last Name:	Suffix (<i>Jr., Sr., II, etc.</i>):	Last 4 of SSN:
Mailing Address:		Unit # (<i>Apt., Ste., etc.</i>):
City:	State:	ZIP Code:
Country (<i>if not United States</i>):		

Form continues on next page →



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This program is an "accountable plan" as provided in Internal Revenue Code Section 62(a)(2)(A) and the Treasury Regulations promulgated thereunder. To receive reimbursement for your eligible employment-related expenses, you must meet several requirements. You will be required to return to Contract Services within a reasonable time any excess reimbursement that is made to you in the event of any inadvertent overpayment.

I have read and understood the reimbursement policy and hereby agree to abide by all the terms and conditions contained therein.

Signature: _____ Date: _____

Additional Required Documentation

Step 3. Gather additional required documentation

In addition to completing and signing the form above, you must include the following documentation with your request to Contract Services within three-hundred and sixty-five (365) days of the date you made the payment for your license(s):

1. A copy of your permit(s) (front and back)
2. A copy of your permit or permit renewal application reflecting the fee(s)
3. Proof of payment (e.g., a copy of your canceled check from your bank, a copy of your credit card receipt or credit card statement)
4. Proof of at least twenty (20) days worked, as described above. This may be in the form of:
 - a. Paycheck stubs with your name indicating days worked in the applicable classifications
 - b. A work experience verification letter from an employer signatory to the IATSE Local 44 Agreement attesting to the number of days worked in the applicable classifications, and the name(s) of the production(s) on which the work was performed

If you have questions about obtaining proof of qualifying work experience, please contact us for assistance.

How to Submit Your Request

After you complete and sign this form and collect the required documentation listed above, you may submit your request to Contract Services in the following ways:

1. Using your Portal: visit the Industry Hub (thehub.org) to log into your Portal. Use the "Contact Us" tool to submit your request and upload your documents.
2. By email to roster@csatf.org.
3. By mail to 2710 Winona Avenue Burbank, CA 91504.
4. In person by visiting our offices during business hours.
5. By fax to (818) 565-0535.