

CFC Permit Application Help

Creating Contacts

Adding contacts is done when you are beginning the application process, but you can also add contacts after an application is submitted or approved.

You must provide at least 4 types of contacts: **1 Location Manger** or **Production Manager**, **1 Producer**, **1 Director** and **1 Billing Contact**. All contacts (except Director) must have an email address and phone number.

If your category is "Stills - Engagement, bridal, Quinceañeras, holiday, senior portrait," [jump to the last page](#)

Begin by clicking the "+ Add Contact" button

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Contact Information

You must provide at least 4 contacts: 1 Location Manger or Production Manager, 1 Producer, 1 Director and 1 Billing Contact. You are only required to provide the first and last name of the Director. The other contacts must have an email address and phone number.

Contacts

No Contacts.

+ Add Contact

Complete Return to Summary Screen

Continued...

Choose a contact type and enter their information. If you want to designate yourself or another person in multiple contact types, check the boxes at the bottom of the Add Contact page.

PERMIT SERVICE representatives can designate themselves as both a "permit service" and the "billing contact" by entering their information in the "Permit service" contact type and then checking the billing contact box.

The "Title" and "Company name" fields are optional.

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Add Contact

Contact Type: **Production Manager**

Other Type:

First Name: Jane

Last Name: Doe

Email: ginger.deec@gmail.com

Confirm Email: ginger.deec@gmail.com

Title: Production Manager

Company Name: Acme Productions

Phone: 555-555-5555

Phone (cell): 444-444-4444

Other Contact Types - Select any other contact types for this person

- Location Manager
- Production Manager
- Producer
- Director
- Permit Service
- Billing Contact
- Student Advisor
- Still Photographer
- Other

Check these if you want to designate yourself or another person in multiple contact types.

Add Contact **Cancel**

Continued...

After clicking, “Add Contact,” the contact will be saved and you will return to the “Contacts” page. Repeat this process for the rest of your contacts. You will now see all the contacts you have listed.

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Contact Information

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If you want to designate yourself or another person in multiple contact types, check the boxes at the bottom of the **Add Contact** page.

PERMIT SERVICE representatives can designate themselves as both a “permit service” and the “billing contact” by entering their information in the “Permit service” contact type and then checking the billing contact box.

| Contacts | |
|---|---|
| Boyle, Charles Billing Contact | > |
| Judy, Doug Producer | > |
| Peralta, Jacob Location Manager | > |
| Santiago, Amy Director | > |

+ Add Contact

Complete ← Return to Summary Screen

Click on the “complete” button once you are finished adding all your contacts. That will take you back to the “Application Summary Screen” where you can next fill in the Locations/Activities section of the application.

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

“Stills – Engagement, bridal, Quinceañeras, holiday, senior portrait” instructions on next page...

If you are a Still Photographer and your project is in the "Stills - Engagement, bridal, Quinceañeras, holiday, senior portrait" category, you can list your information **once** as a Still Photographer and click the "Add Contact" button, then mark the section "Complete."

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↶ **Add Contact**

| | |
|---------------|--|
| Contact Type | <input style="width: 95%;" type="text" value="Still Photographer"/> |
| Other Type | <input style="width: 95%;" type="text"/> |
| First Name | <input style="width: 95%;" type="text" value="I.C."/> |
| Last Name | <input style="width: 95%;" type="text" value="Beauty"/> |
| Email | <input style="width: 95%;" type="text" value="icbeauty@gmail.com"/> |
| Confirm Email | <input style="width: 95%;" type="text" value="icbeauty@gmail.com"/> |
| Title | <input style="width: 95%;" type="text"/> |
| Company Name | <input style="width: 95%;" type="text" value="I.C. Beauty Photography"/> |
| Phone | <input style="width: 95%;" type="text" value="415 789-6543"/> |
| Phone (cell) | <input style="width: 95%;" type="text" value="415 678-0009"/> |