



**STUDIO KIDS Management**  
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## How to Obtain Photo Id's & Filling Out I9's in La Mirada

All minors are now required to have I9's completed to be considered for submission, interview, fitting, or work. This procedure needs to be completed by all Studio Kids clients immediately.

**ALL minor's must carry a PHOTO ID it's a New Law** as of January 22, 2017 from The Department of Homeland Security for those companies who are E-Verified. **This includes infants (15 days old), toddlers, minors, teenagers.** Everyone must have a current Photo Id (List A & B), in addition to holding a Birth Certificate or Social Security Card (option List C). Attached is the List of Acceptable Items for EEV-I9's.

Here are some options to obtain **Photo Id's ASAP**:

1. **California Department of Motor Vehicles - California ID card** - \$29.00 any age.  
Requirements: Using BC/SS & 2# items proof of parent's residency (originals)  
Requirements: Infants (able to hold head up for photo) - parent signs for minor  
Requirements: Toddler & up - minor signs name or can write 'X' or 'O'  
Make appointment and then takes about 2 weeks to return.
2. **US Passport** - approx. \$80-110.00 - process is 4-6 weeks.  
Visit: <http://travel.state.gov/content/passports/en/passports/information/fees.html> or at any Post Office.
3. **US Passport Card** - approx. \$15.00-\$40.00 - process is 4-6 weeks.  
Visit: <http://travel.state.gov/content/passports/en/passports/information/fees.html> or at any Post Office.

**IF** you have a **current School ID with Photo** - you **do not** need to obtain the above items.

### WHERE TO FILL OUT I9's: LOCATION - LA MIRADA

#### **POSTAL STOP MAILING OFFICE**

15068 Rosecrans Avenue

La Mirada, CA 90638

ATTN: Caroline Choo - Appointment ONLY! (To ensure she will be there when you arrive)

TEXTING ONLY: (714) 726-3619 **DO NOT CALL!!** Or EMAIL ONLY: [psphoto.carol@gmail.com](mailto:psphoto.carol@gmail.com)

#### HOURS:

Monday-Friday: 9:00am-6:00pm OR Saturday: 9:30am-2:30pm - Minor must be present.

### PROCEDURES for LA MIRADA:

1. **TEXT/EMAIL ONLY!!** - Make an appointment with Caroline @Postal Stop.
2. I9 forms will be provided at Postal Stop in La Mirada
3. Bring to Postal Stop - the items necessary from the 'List of Acceptable Documents'(see attached).
4. **BRING ONLY ORIGINAL DOCUMENTS (UNEXPIRED/VALID)**. Photocopies of documents are **not** accepted at presentation.
5. **ONLY** parent/legal guardians can **sign** the documents and be able to present the documentation.
6. **MINOR MUST BE PRESENT - No exceptions!!**
7. Postal Stop will also send an email confirming your visit and completion.
8. If there is an error or issues someone will contact you directly.

**GRANDFATHERED IN: IF** you think you are already in the system because you have worked with another background agency or you did one in the past and not sure if it's still valid...Please advise SKM to check for you. If you did one in the past you will be 'Grandfathered' into the system. There is no longer an expiration to the old I9's. They are valid until 18<sup>th</sup> birthday.

**Just so you know:** Studio Kids works with employers to help supply the minors for many of their projects...everyone who is hired thru them must be verified prior to working. Making sure that all employees have the correct documents for employment. By doing this it will verify & identify the minor's US documents. This process will be valid until the minor's 18th birthday. Some companies will not hire anybody from any outside company to work for them. It is that important to have this process done prior to working with them. They will not consider to hire ANY kids thru SKM anymore unless you have gone down to have the I9 processed. Once you have completed the process (going to Postal Stop in La Mirada) they will notify SKM. This version requires minors (individuals 17 or under) to meet the same requirements as adults in regards to the documents they can present for form I-9. Per the Department of Homeland Security, a list C document alone is no longer valid. Adults and minors alike are required to either present one original unexpired List A document, or, original unexpired List B and List C document combination. If presenting a List B document to an E-Verify employer (like Central Casting), the employer can only see List B documents that include a photo. Per Federal Law, companies like Central Casting are not permitted to register anyone, minor or adult, who does not have the required documentation.