



STUDIO KIDS Management

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How to Obtain Photo ID's

ALL MINORS are now required to have I9's completed to be considered for submission, interview, fitting, or work. This procedure is mandatory and needs to be completed by all Studio Kids clients.

ALL minor's must carry a PHOTO ID it's a New Law as of January 22, 2017 from The Department of Homeland Security. This includes infants (15 days old), toddlers, minors, teenagers. Everyone must have a 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 items above you can use this item.

Filling Out I9's @LA MIRADA location

POSTAL STOP Mailing Store

15068 Rosecrans Avenue, La Mirada, CA 90638

ASK for CAROLINE CHOO - Appointment ONLY! (To ensure she will be there when you arrive)

TEXTING ONLY: (714) 726-3619 DO NOT CALL!!

OR EMAIL Caroline Choo to make your appointment at: psphoto.carol@gmail.com

HOURS: MONDAY - FRIDAY: 9:00am-6:00pm AND SATURDAY: 9:30am-2:30pm - MINOR MUST BE PRESENT.

PROCEDURES for LA MIRADA:

1. **TEXT/EMAIL ONLY!!** - Make an appointment with Caroline @Postal Stop-Text to: 714-726-3619 or email: psphoto.carol@gmail.com
 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.
 9. IF you want to drop off the Studio Kids Registration Packet at this location including photos and documents. **BRING envelope!!**
- *There are only 2 locations for I9 procedures (La Mirada & Burbank)

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.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.