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Documentation Requirements for Photographers 7/2001

PLEASE READ CAREFULLY
THIS DOCUMENT CONTAINS IMPORTANT
INFORMATION CONCERNING U.S. GOVERNMENT
RECORD-KEEPING REQUIREMENTS.

Each model is required to have **TWO forms of ID (identification)**. One must be a **VALID government-issued ID** that includes the model's photo, signature, and date of birth. It must be **VALID** at the time of the shoot.

Before beginning the shoot:

- Check the two forms of ID to make sure they are valid.
- Verify that the model is at least 18 years of age or older.
- Make clear, readable photocopies of both IDs to include with the release. Polaroids are **NOT ACCEPTABLE**.

Acceptable primary IDs issued by U.S. agencies:

- State driver's license
- State identification card
- Passport
- Military identification card

Acceptable secondary IDs issued by U.S. agencies:

- Any ID from the list above
- Social Security card
- Birth certificate
- Valid credit card
- Work ID
- Medical ID card

*Acceptable primary IDs issued by non-U.S. agencies:

- Passport
- National identification card
- Provincial or regional identification card
- Driving permit that includes photo, DOB, and signature

*Acceptable secondary IDs issued by non-U.S. agencies:

- Any ID from the primary list above
- Valid credit card
- Work ID
- Benefits card
- Birth certificate

*Applies to non-U.S. citizens/residents

DO NOT CONTINUE THE SHOOT if the model does NOT have acceptable identification, even if the model or location has been preapproved. Even sets that have been commissioned will be REJECTED if the ID slides are not correct.

At the beginning of the shoot:

- Take several slides of the model holding both IDs near his face, so that both the model's face, IDs and location are in focus. The IDs must be readable in the chrome under magnification. Polaroids or prints are **NOT ACCEPTABLE**. The ID slides must be the first pictures taken (the first pictures on the first roll shot), and must be taken on the actual set at the actual time of the shoot (please make sure that the set is visible in some of the ID slides). Model's hair and clothing must match their hair and clothing in the set. Model must be holding the same IDs that have been photocopied.

After the shoot is complete:

- Complete the **MODEL RELEASE AND CERTIFICATION** form. You, the model, and a witness are required to complete parts of this form.

THE PHOTOGRAPHER:

- Fill in the blank at the top of the form with your name, then complete the bottom left of the form:
- Provide your signature as indicated.
- Print your name Print date Print address
- Print your SS number. Non-U.S. citizens without U.S. work permits are not required to provide a social security number.
- List the types of IDs the model has provided as proof of age in the spaces provided.

THE MODEL:

- Sign the form as indicated, then complete the remaining information:
- Print real name Print date Print address
- Print date of birth
- Print SS number. Non-U.S. citizens without U.S. work permits are not required to provide social security number.
- Provide a stage name/fictitious name/a.k.a. If a model does not provide a stage name, the photographer must do so. If the model wishes to use his real name, he must write "none" and **initial** the a.k.a. space of the release.

THE WITNESS (MUST BE A THIRD PARTY. CANNOT BE THE PHOTOGRAPHER OR MODEL):

- Sign the form as indicated.
- Print name Print date Print address



Make certain every blank on the model release is properly filled in. Make certain all dates are filled in and MATCH. Incomplete documentation cannot be accepted and will delay processing.

Complete the ASSIGNMENT BY PHOTOGRAPHER OF RIGHT TO STOP PHOTOGRAPHS form. You and a third-party witness will be required to complete parts of this form.

THE PHOTOGRAPHER:

- Fill in the blank at the top of the form with your name.
- Print the model's true name in the first blank on the bottom left of the form.
- Print the model's fictitious name (a.k.a.) in the second blank on the bottom left of the form. If a model does not provide a stage name, the photographer must do so. If the model wishes to use his real name, write "none" in this space and have the MODEL **initial** the a.k.a. space of the release.
- Provide your signature. Then, as indicated:
 - Print your name Print the date the form is being completed Print your address
 - Print your SS number. Non-U.S. citizens without U.S. work permits are not required to provide social security number.
 - Indicate how your credit should appear in the "Other names used" blank.

THE WITNESS (MUST BE A THIRD PARTY. CANNOT BE THE PHOTOGRAPHER OR MODEL):

- Sign the form as indicated.
- Print name Print date the form is being signed Print address



Make certain every blank on the transfer is properly filled in. Make certain all dates are filled in and MATCH. Incomplete documentation cannot be accepted.

Payment of model for services rendered

You, as the photographer, are responsible for paying the model. Model's fees are to be negotiated between you and the model. We may ask you to provide proof of payment.