

## **INSTRUCTIONS FOR 2257 COMPLIANCE FORM**

1. Follow the form from the top; everything should be filled out completely.
2. With the exception of the Name of Project and the Sworn Statement by the Witness, everything should be filled out in the model's own handwriting.
3. For ID's, Do NOT accept "US Identification Card," or "Government Identification Card" or the like. These are items you can buy at passport photo places and doughnut shops. They are useless.
4. Check the legal name and birthdate on the form against the name and birthdate on the ID.
5. The ID line on the form requires **both** the type of ID and the serial number; e.g., "CDL [California Drivers License] # A3456789."
6. Require the model to disclose ALL names ever used as indicated, not just the stage name used in this performance. For maiden name, they should list their full name. If they have more names than the spaces allow, they can add it anywhere they want so long as it is obvious to anyone looking at it (for example, if you have them enter it on the back of the sheet, make sure that is noted).
7. DO NOT accept a premade photocopy of ID's. No one works without presenting an original ID for inspection and copying. **BOTH ID'S SHOULD BE COPIED ON THE SAME PAGE (IF POSSIBLE). ONE SIGNATURE FROM ARTIST PER PAGE IS OKAY. SO, IF THEY FIT ON ONE PAGE, THEN ONE SIGNATURE. IF YOU NEED TWO PAGES, THEN TWO SIGNATURES. THEY NEED TO DATE EACH SIGNATURE AS WELL. MARIE WILL ALSO SIGN EVERY PAGE WHERE THE ARTIST SIGNS AND DATE IT AS WELL. THE SIGNATURES ON THE PAGE(S) SHOULD MATCH THE SIGNATURES ON THE ID'S.**

RECORD KEEPING COMPLIANCE FORM (PURSUANT TO 18 U.S.C. § 2257)

A. NAME OF PROJECT: \_\_\_\_\_

B. IDENTIFICATION AND AFFIDAVIT: Artist is informed and understands that any and all information provided in this Record Keeping Compliance Form is required by and/or provided to comply with federal law and that any false or incomplete statement will subject Artist to both civil liability and federal and state criminal prosecution. **ARTIST'S INITIALS:** \_\_\_\_\_

C. PERSONAL INFORMATION:

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(First, Middle, Last) (Month, Day, Year)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

D. **ALL OTHER NAMES EVER USED:** [include current stage name, prior stage names, married names, maiden name, nicknames, previous legal names, Web handles, professional names, aliases and all other names]

\_\_\_\_\_  
(Stage Name for this Production) (Other Name)

\_\_\_\_\_  
(Maiden Name, if applicable) (Other Name)

\_\_\_\_\_  
(Previous Legal Name, if applicable) (Other Name)

\_\_\_\_\_  
(Other Name) (Other Name)

E. **TWO FORMS OF IDENTIFICATION:** [at least one of which (a) **must** be a current government issued passport, driver's license, motor vehicle department ID or military ID, (b) **must** bear a picture of Artist and (c) **must** contain Artist's date of birth] **and** [clear photocopies of both forms of identification must be **attached and signed in ink** by Artist]

First Form of Identification:

Description: \_\_\_\_\_

Number: \_\_\_\_\_

State/Country: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date Expires: \_\_\_\_\_

Second Form of Identification:

Description: \_\_\_\_\_

Number: \_\_\_\_\_

State/Country: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date Expires: \_\_\_\_\_

**F. SWORN STATEMENT BY ARTIST: "UNDER 28 U.S.C. § 1746 AND THE PENALTIES OF PERJURY UNDER THE LAW OF THE UNITED STATES, I SWEAR THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT AND THAT EACH OF THE IDENTIFICATION DOCUMENTS WHICH I HAVE PROVIDED AND OF WHICH I HAVE SIGNED THE ATTACHED COPY WAS LAWFULLY OBTAINED BY ME AND HAS NOT BEEN FORGED OR ALTERED IN ANY WAY."**

TODAY'S DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Artist's Full Legal Name: First, Middle, Last)

PRINTED NAME: \_\_\_\_\_  
(Artist's Full Legal Name: First, Middle, Last)

**G. SWORN STATEMENT BY WITNESS: "UNDER 28 U.S.C. § 1746 AND THE PENALTIES OF PERJURY UNDER THE LAW OF THE UNITED STATES, I SWEAR THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT I HAVE PERSONALLY EXAMINED THE ARTIST'S PHOTO IDENTIFICATION AND DATE OF BIRTH AND THAT I HAVE OBSERVED THE ORIGINAL OF EACH OF THE IDENTIFICATION DOCUMENTS OF WHICH COPIES ARE ATTACHED HERETO AND SIGNED BY THE ARTIST."**

TODAY'S DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Witness's Full Legal Name: First, Middle, Last)

PRINTED NAME: \_\_\_\_\_  
(Witness's Full Legal Name: First, Middle, Last)

**COPIES OF BOTH FORMS OF ARTIST'S IDENTIFICATION**

**(see attached)**

**[Artist must sign attachment]**