



*Inland Empire / Pasadena, California Area Cluster  
Updated: April 2017*

## **How to obtain important documents**

*Tip: do them in the order listed*

### **Social Security Number:**

All au pairs will need a Social Security number (SS#) to file taxes. Most will also use this to open a bank account and obtain a driver's license.

Most families accompany their au pair to the Social Security office to obtain this number. Typically, this is done the Friday after the au pair arrives during her first three days of training or shadowing.

The Social Security Administration will issue a "Valid for Work Only with DHS Authorization" social security card to any au pair/companion participating in a Department of State authorized au pair program. To apply for a restricted working social security card, an au pair must go **in person** to the local social security office in her community.

The Social Security Administration will verify the au pair's status in SEVIS before a social security card number can be assigned.

### **Local Social Security Offices:**

#### Pasadena

104 N MENTOR AVENUE, PASADENA, CA 91106  
1-800-772-1213

#### Los Angeles

11500 WEST OLYMPIC BLVD SUITE 300, LOS ANGELES, CA 90064  
1-800-772-1213

#### Glendale

225 W BROADWAY, SUITE 600, GLENDALE, CA 91204  
1-800-772-1213

#### Pomona

960 W MISSION BLVD, POMONA, CA 91766  
1-800-772-1213

#### Whittier

7200 GREENLEAF, SUITE 200, WHITTIER, CA 90602  
1-800-772-1213

Or look up the nearest office using your host family's zip code at: <https://secure.ssa.gov>

Hours for all of these offices:

Mon 9 a.m. – 4 p.m.

Tues 9 a.m. – 4 p.m.

Wed 9 a.m. – 12 noon

Thurs 9 a.m. – 4 p.m.

Fri 9 a.m. – 4 p.m.

Closed on Saturday and Sunday

Identification needed at the office:

- Valid Passport with photo
- 1-94 Entrance Number  
go to: [www.cbp.gov/I94](http://www.cbp.gov/I94) to print out 1-94 number and card information  
read more at: <http://www.cbp.gov/travel/international-visitors/i-94-instructions>
- J-1 Visa with photo (inside passport)
- DS 20-19 (folded white paper proving sponsorship by APIA)  
this is very important document used to first obtain the J-1 visa, and must include your host family name, address and contact info
- Proof of identification that is at least one year old (e.g. passport, driver's license, birth certificate)

*If there is a discrepancy with information, the social security office may deny the au pair a social security card and would request a manual verification of data, which would take additional time.*

*If you are having trouble obtaining this number while at the office, please ask for a supervisor. Let the supervisor know that au pairs do not need a letter and that this policy is stated in the POM (program operations manual) for social security and the reference to this information can be found in section RM 10211.345.*

*If the social security office says that they cannot issue a social security card and returns the application and documents, please call **Evelyn Blum at Au Pair in America, (800) 928 -7247, ext. 5027, or email [eblum@aifs.com](mailto:eblum@aifs.com) for further assistance.***

**Bank Account:**

Most banks now require a Social Security card to get an account. Bank Of America is one exception. It is best if the au pair goes in with a host parent to help in case an explanation is needed. However, she should set up an individual account.

The au pair will use her bank account to cash / deposit payments from her host family. Read more at: <http://www.wikihow.com/Get-a-Bank-Account> or walk into any bank branch and ask a p at a desk for assistance.

## **Driver License:**

Although arriving with an international driving license, most au pairs will get a state driver's license as the host family's insurance will determine this need and timing.

The au pair must not drive without being insured by the host family's insurance carrier, unless the insurance carrier states that it is allowed.

The State of California does not recognize an International Driving Permit (IDP) as a valid driver license. California does recognize a valid driver license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident.

The IDP is only a translation of information contained on a person's foreign driver license and is not required to operate a motor vehicle in California. A citation will be issued to a person in California who has an IDP, but does not have a California driver license.

### **To apply for a California Driver License:**

- Make an appointment before visiting a Department of Motor Vehicles (DMV) office. Walk-ins are only accepted at DMV Driver License Processing Centers).  
Appointments can be made online at: <https://www.dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>  
Or by phone at: 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday-Friday  
Local DMV offices include:
  - Glendale (1335 W. Glenoaks Blvd., 91201)
  - Fullerton (909 W. Valencia Dr., 92832)
  - Fontana (8026 Hemlock Ave., 92336)
  - El Monte (4000 Arden Ave, 91731)
  - Lincoln Park (3529 N. Mission Rd., Los Angeles, 90031)
  - Montebello (424 N. Wilcox Ave., 90640)
  - Norco (3201 Horseless Carriage Dr., 92860)
  - Pasadena (49 S Rosemead Blvd, 91107)
  - Pomona (1600 S. Garey Ave., 91766)
  - Rancho Cucamonga (8629 Hellman Ave., 91730)
  - Riverside (6280 Brockton Ave., 92506)
  - West Covina (800 So. Glendora Ave., 91790)
  - Whittier (9338 S. Painter Ave., 90605)
- Complete a Driver License or Identification Card Application form (DL 44). An original DL 44 form must be submitted; copies will not be accepted, and the form may not be obtained online.
- Give a thumb print.
- Have your picture taken.
- Provide your social security number. It will be verified with the Social Security Administration while you are in the office.
- Verify your birth date and legal presence in California.
- Provide your true full name
  - Your true full name is your current, complete name as it appears on your identity or name change documents. If the name on your identity document is different than the

name you provided on your application, you must submit an additional name change with documentation.

- Present your acceptable residency documents if you have never had a California driver license or California identification card. Such documents include:
  - Medical or vehicle insurance documents
  - Documents issued by a U.S. government agency
  - Records from a financial institution (such as a bank statement)
- Pay the application fee (\$33)
- Pass a vision exam.
- Pass a knowledge test. There are 36 questions on the test. You have three chances to pass. Find a sample test at: <https://www.dmv.ca.gov/portal/dmv/detail/pubs/interactive/tdrive/exam>  
Upon request, you may be able to take the driver license knowledge tests in your native language.  
To allow you sufficient time for testing, DMV will not administer knowledge tests after 4:30 p.m.

#### Other important documents to have on hand:

- Social Security Number
- Bank statement with au pair's name and host family address
- International License (this is a translation of the au pair country license - has photo)
- Home country driver's License *CAUTION! Do not let the DMV official take this country license and punch a hole in it! It will not be valid when au pair returns to her country if they do this.*
- Proof of Residency for Host Parent: They may ask host parent to prove residency here. A bill (with host family address ie. a utility bill) is helpful.
- Proof of insurance on the car au pair will be using for her test

If you have a license from another country, you will be required to take a driving test.

#### To take your driving test, you will need to:

- Make a driving test appointment at:  
<https://www.dmv.ca.gov/portal/dmv/detail/portal/foa/welcome>  
Driving tests are not given without an appointment.  
You may also call 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday-Friday, to make a driving test appointment.
- Provide proof of financial responsibility that meets or exceeds California Insurance Requirements.

You have three chances to pass the driving test. If you fail, you may practice for a while, then make another appointment. There is no waiting period, but you must make an appointment. If you fail to successfully complete the driving test on the first attempt, you must pay a \$6 fee for each additional driving test that is administered under an application for an original or renewal driver license.

After you pass your driving test you will be issued an interim license valid for 90 days until you receive your new photo license in the mail. Double-check your address before you leave DMV and tell the DMV representative if you have moved or if your address is incorrect. If you have not received your license after 60 days, call 1-800-777-0133 and they can check on the status for you. Have your interim license with you to provide information when requested.