



P2 WORK PERMIT APPLICATION CHECKLIST

This is a brief summary of the P2 filing requirements. For more detailed explanations, please see the P2 Instructions.

1 <input type="checkbox"/>	<p>AFM P2 Work Permit Application forms: To be completed by all musicians and/or technicians.</p> <ul style="list-style-type: none"> Soloist – Parts 1, 2 and 3 Band – Parts 1, 2, 3 (<u>for each musician</u>) and 4 Techs – Parts 1, 2, 3, 4, 5 and letter detailing their skills and years working with your band
2 <input type="checkbox"/>	<p>Membership verification (required for musicians only): Any of the following are acceptable: Copies of the front and back of <u>membership cards</u>; <u>membership section on Page 2</u> of the application signed by your Local official; or <u>email verification from your Local office</u>. This verification must state the exact date to which your dues are paid.</p> <p>Note: <u>Your dues must be paid up in advance for the duration of the P2 Work Permit.</u></p>
3 <input type="checkbox"/>	<p>Fees: You must submit two (2) fees with your application. Both are non-refundable:</p> <p>1. U.S. WORK PERMIT FEE:</p> <p>For <u>Regular Processing</u> (up to 60 Days): one \$460 USD money order For <u>Premium Processing</u> (up to 35 Days): one \$460 USD money order <u>PLUS</u> one additional, separate \$2,500 USD money order</p> <ul style="list-style-type: none"> Payee: "Department of Homeland Security" <u>Money orders</u> ONLY from major Canadian or U.S. banks. (DO NOT send money orders or personal cheques from Canada Post or Canadian credit unions) Double check the bank teller signed the USD money order in the correct place. <u>The bank teller's countersignature is mandatory.</u> (see example below) <p>** If the bank requires a US address, please contact our office and we will advise</p> <div data-bbox="922 1108 1469 1360" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">THE BACK OF THIS DOCUMENT CONTAINS A TD LOGO WATERMARK - DOCUMENT VOID IF MISSING</p> <p style="text-align: center;">The Toronto-Dominion Bank</p> <p style="text-align: right;">No. 962245 October 25, 2012</p> <p>Pay to the Order of Department Of Homeland Security U.S. \$ ***** 695.00</p> <p style="text-align: center;">TO CANADA TRUST 695.00 United States Dollars</p> <p style="font-size: x-small;">In reimbursement charge account of The Toronto-Dominion Bank, Toronto Authorized signature required for amounts over U.S. \$5,000.00</p> <p>To Wells Fargo Bank, N.A. (15 Hospital Drive Van Wert, OH 43087)</p> <p style="text-align: right;">Authorized Signer Number</p> </div> <p><u>For Musicians PLUS Technicians/Crew and/or Performing Units of More Than 25 Performers:</u> For <u>Regular Processing</u>: two \$460 USD money orders For <u>Premium Processing</u>: two \$460 USD money orders <u>PLUS</u> two additional, separate \$2,500 USD money orders</p> <p>2. ADMINISTRATION FEE:</p> <ul style="list-style-type: none"> Payee: "AFM" – Money order, certified cheque or cash. This fee applies to both P2 (Musicians) and P2-S (Technicians) files: <u>\$120 CDN for one musician/technician or the first musician/technician, PLUS \$25 CDN per additional musician/technician.</u> Example: <i>AFM Administration fee for a 4-piece band is \$195 and if this band has 3 techs, is an additional \$170. So the total to cover both musicians and techs is \$365.</i> <p>Note: <u>Some AFM Locals charge work dues on travelling engagements, as provided for under the AFM Bylaws (Article 5, Section 56 [b] & [c]).</u></p>
4 <input type="checkbox"/>	<p>Identification for each musician/technician: <u>Copy of the biometric page of your valid passport (photo page)</u> <i>(Permanent Residents of Canada must also submit a copy of their permanent residency card and foreign musicians on a Canadian permit must include a copy of that permit.)</i></p>

<p>5 <input type="checkbox"/></p>	<p>Contracts: You must provide written evidence (in English, due to USCIS regulations) of your professional activity in the United States. Please submit contracts, recording agreements or the like on letter-sized paper (8.5" by 11"). The following information is required:</p> <ul style="list-style-type: none"> ▪ Location of work (venue/studio/etc. name and full address) ▪ Date of engagement(s) ▪ All musicians' names ▪ Employer/engager contact information and <u>signature</u> (<i>Faxed/copied/electronic/scanned signatures are acceptable, but digital signatures are not.</i>) ▪ Compensation: Flat fee <u>or</u> guarantee plus % of the door, venue capacity and ticket price. <i>The standard AFM travelling scale wage is \$100 CDN/side musician +\$150/leader per performance. The leader fee does not apply to self-contained groups/bands. These fees can be offset by per diems, travel allowance, meals, and accommodations, and touring grants are also taken into consideration when an artist or band's compensation doesn't meet the union minimums. Unpaid showcases, charity events, industry conferences, and certain other special performances are also acceptable. We do our best to work with all musicians'/groups' specific circumstances, so please contact us to determine whether consideration can be given to your performance/situation.</i> <p><u>Note: In compliance with AFM bylaws (Article 10, Section 10 [a] & [b], AFM/CFM will forward a copy of your contracts/itinerary to the U.S. local having jurisdiction over the engagement.</u></p>
<p>6 <input type="checkbox"/></p>	<p>Itinerary: When performing at more than one venue, you must provide a signed itinerary listing all engagements in chronological order.</p> <p><u>Note: Regular ongoing professional activity</u></p>
<p>7 <input type="checkbox"/></p>	<p>Submitting the application package: A complete application package containing all the documents and fees listed above <u>must be mailed</u> (preferably by Xpresspost or another trackable method), couriered or hand-delivered* to:</p> <p>Attn: Artist Immigration Department American Federation of Musicians #202 - 150 Ferrand Drive Toronto, ON M3C 3E5 Canada</p> <p>You are welcome to drop off your package in person anytime to our office during business hours (no appointment necessary). If you want your package reviewed at this time, please email Jill Léger (jleger@afm.org) or Kaitlyn Vleming (kvleming@afm.org) to schedule an appointment.</p> <p>Processing may be delayed if your application is incomplete and we must contact you for missing information or documents.</p> <p>Regular Processing: Submit your P2 package to CFM at least 60 days prior to first performance Premium Processing: Submit your P2 package to CFM at least 35 days prior to first performance - <u>Add 20 day calendar days</u> when applying for Permanent Residents and Non-Citizens & review the document "Information for Permanent Residents"</p> <p>NOTE: AFM does not have control over the decisions U.S. Immigration makes on their processing times. Therefore, USCIS processing times may increase/decrease at any time, without notice. The AFM's suggested processing timelines are based on an internal weekly, observance of the average turnaround time from submission of application to receipt of approval. You can contact our office to confirm they haven't drastically changed.</p> <p>**DO NOT PROVIDE DOUBLE SIDED OR STAPLED PAPERS in the P2 Package**</p>
<p>8 <input type="checkbox"/></p>	<p style="text-align: center;">**OTHER CONSIDERATIONS**</p> <p>Emergency Medical Travel Insurance: CFM offers Emergency Medical Travel Insurance at preferred rates through our Discount Savings Program exclusive to members and their families. \$138.99 gets you coverage for a year world-wide, applicable to as many trips as you like (as long as each trip is 60 days or less). Please contact Cathy Lee, Membership Services Coordinator for more information: clee@afm.org.</p>
<p>9 <input type="checkbox"/></p>	<p>Bringing Merchandise into the US: See page 6 of "Instructions for Completing a P2 Application"</p>