



P2 WORK PERMIT APPLICATION CHECKLIST

This is a brief summary of the P2 filing requirements. For a more detailed explanation, see the "Instructions on Completing a P2 Application".

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 and 4 ▪ Crew – 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): submit a copy of the front and back of <u>membership card(s)</u>; or print/include <u>email verification</u> from your <u>Local office</u> in the P2 Package. The membership verification must state end date of membership.</p> <p><u>Note: Membership dues must be paid-up in advance, covering the duration of the P2 Work Permit.</u></p>
3	<input type="checkbox"/>	<p>Fees: Submit two (2) fees with the application package. The DHS fee is non-refundable. The AFM <i>may be</i> refundable.</p> <p>1. U.S. WORK PERMIT FEE:</p> <p style="padding-left: 20px;">For <u>Regular Processing</u> (up to 120 calendar days, although typically 90 days or less): one \$460 USD money order</p> <p style="padding-left: 20px;">For <u>Premium Processing</u> (up to 30 Days): one \$460 USD money order</p> <p style="padding-left: 40px;"><i>PLUS</i> one additional, separate \$2,500 USD money order</p> <p>On February 26, 2024, the Department of Homeland Security's Premium Processing fees will increase to \$2,805. To account for AFM internal processing times, all premium applications received after noon (12:00PM EST) on February 16, 2024 will require the updated fee of \$2,805. Applications received after the deadline with insufficient money orders will <u>not</u> be processed until a correct money order is received by our office.</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) ▪ Double check the bank teller signed the USD money order in the correct place, and that there are no errors. <p style="padding-left: 20px;">** If the bank requires a US address for the payee, it is: 6046 North Belt Line Road STE 115, Irving, Texas, 75038</p> <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p><u>For Musicians PLUS Crew:</u></p> <p style="padding-left: 20px;">For <u>Regular Processing</u>: two \$460 USD money orders</p> <p style="padding-left: 20px;">For <u>Premium Processing</u>: two \$460 USD money orders</p> <p style="padding-left: 40px;"><i>PLUS</i> two additional, separate \$2,500 USD money orders (\$2,805 after February 16, 2024)</p> </div> <p><u>USD MONEY ORDERS</u></p> <p>Some banks across the country, most notably at this time RBC, have stopped issuing USD Money Orders from personalized banking accounts. If unable to obtain a USD money order through your Canadian bank, you may consider the following:</p> <ol style="list-style-type: none"> i) Obtain a money order from a US-based bank - you must hold an account or have other access to a US financial institution ii) If you hold or have access to a credit card issued by a United States Bank, the fees may be remitted under the USCIS form at the following link: https://www.uscis.gov/g-1450 iii) Obtain a money order from the United States Postal Service iv) Inquire with a close personal or business contact who may have the ability to assist in obtaining a money order through either their Canadian or US financial institution. <p>If none of the above is possible, please contact immigration@afm.org or (416) 391-5161</p> <p>2. ADMINISTRATION FEE:</p> <p>Please make out all Administration Fee cheques or money order to "AFM." AFM admin fees are in Canadian Dollars.</p> <p>Regular Processing: \$125 for the first musician plus \$25 for each additional musician. If you have technicians, the first technician is \$125 and each additional technician is \$25. Example: AFM Administration fee for a 4 person band is \$200 and if the band has 2 techs, it is an additional \$150. So, the total to cover the band and technicians is \$350.</p> <p>Premium Processing: \$150 for the first musician plus \$25 for each additional musician. If you have technicians, the first technician is \$150 and each additional technician is \$25. Example: AFM Administration fee for a 4 person band with premium is \$225 and if the band has 2 techs, it is an additional \$175. So, the total to cover the band and technicians with premium is \$400.</p> <p><u>Note: 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/crew: <u>Copy of the biometric page of each 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>
5 <input type="checkbox"/>	<p>Contracts: You must provide written evidence (in English, due to USCIS regulations) of your professional activity in the United States. 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 signature (electronic & digital signatures are not) ▪ Compensation: Flat fee or 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 can be waived for self-contained 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>
6 <input type="checkbox"/>	<p>Itinerary: When performing at more than one venue, you must provide a signed itinerary listing all engagements in chronological order.</p>
7 <input type="checkbox"/>	<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 style="margin-left: 40px;">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 immigration@afm.org to schedule an appointment. Processing may be delayed if your application is incomplete.</p> <p style="color: red;">Regular Processing: Submit your P2 package to CFM at least 60 days prior to first performance, although between 90-120 days is recommended whenever possible.</p> <p style="color: red;">Premium Processing: Submit your P2 package to CFM at least 30 days prior to first performance.</p> <p style="color: red;">- <u>Add 20 day calendar days</u> when applying for Permanent Residents and Non-Citizens & review the document "Information for Permanent Residents", which can be found here: Work Permits :: Canadian Federation of Musicians (afm.org)</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>
8 <input type="checkbox"/>	<p>**OTHER CONSIDERATIONS**</p>
9 <input type="checkbox"/>	<p>Bringing Merchandise into the US: See page 6 of "Instructions for Completing a P2 Application ", or page 2 of the "After P2 Approval" document, both documents found here: Work Permits :: Canadian Federation of Musicians (afm.org)</p>