




P2 WORK PERMIT APPLICATION CHECKLIST

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

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><u>Note: 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>U.S. WORK PERMIT FEE:</u></p> <p>For <u>Regular Processing</u> (up to 60 Days): one \$460.00 USD money order For <u>Premium Processing</u> (up to 30 Days): one \$460.00 USD money order <u>PLUS</u> one additional, separate \$1,440.00 USD money order</p> <p>Please Note: US Immigration is increased their Premium Processing fee to \$1,440.00, therefore in order to apply you need to submit 2 money orders, one for \$460 USD and one for \$1,440 USD.</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 style="text-align: center; margin-top: 20px;">  </div> <p style="margin-top: 20px;"><u>For Musicians PLUS Technicians/Crew:</u> All fees double when adding <u>Technicians/Crew</u> to the band: For <u>Regular Processing</u>: two \$460.00 USD money orders For <u>Premium Processing</u>: two \$460.00 USD money orders <u>PLUS</u> two additional, separate \$1,440.00 USD money orders Please Note: US Immigration increased their Premium Processing fee to \$1,440 USD.</p> <p>2. <u>ADMINISTRATION FEE:</u></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: \$120 CDN for one musician/technician or the first musician/technician, PLUS \$25 CDN per additional musician/technician. 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><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/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>
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. 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>
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. <u>Note: Regular ongoing professional activity</u></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>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)</p> <p>If you want your package reviewed, please email Jill Léger (jleger@afm.org) or Kaitlyn Vleming (kvleming@afm.org) to set up an appointment. 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 30 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>Premium Processing Fee Increase: US Immigration is increasing their Premium Processing fee to \$1,440 USD (from the prior fee of \$1,410 USD). So if applying for Premium Processing, you need to provide 2 separate money orders payable to "Department of Homeland Security" for \$460 USD and \$1,440 USD.</p> <p>**DO NOT PROVIDE DOUBLE SIDED OR STAPLED PAPERS in the P2 Package**</p>
8 <input type="checkbox"/>	<p style="text-align: center;">**OTHER CONSIDERATIONS**</p> <p>Emergency Medical Travel Insurance: The AFM offers access to Emergency Medical Travel Insurance at preferred rates. Members under 55 may purchase an 18-day multi-trip annual plan for \$90.00 CDN on a guaranteed-issue basis. This program is administered by CanAm Insurance in collaboration with HUB International. Coverage is underwritten by Manulife Financial. Please call (877) 292-0081 to make inquiries and to purchase a plan.</p>
9 <input type="checkbox"/>	<p>Bringing Merchandise into the US: See page 6 of "Instructions for Completing a P2 Application"</p>