



REPLACEMENT MUSICIAN LETTER APPLICATION CHECKLIST

Note: Technicians/support workers cannot be substituted.

The following may be used as a final checklist before sending your request to replace an AFM musician approved for a P2 Work Permit.

- ✓ Replacement Letter Application: Parts 1, 2 and 3: Please ensure that Part 1 has been signed by the replacing musician *unless* power of attorney has been given to the representative filing the petition with this office.
- ✓ Make sure the replacement musician is a member in good standing with the AFM and that his/her dues have been paid up to and including the end date of the P2 Work Permit. You must provide verification of this with the application (copy of membership card, email from Local Office or membership section in Part 1 completed by Local Officer). The AFM Immigration Department cannot verify membership on your behalf.
- ✓ Enclose \$45.00 made payable to “**AFM**” for administrative processing fees (certified cheque, cash or money order – no personal cheques).
- ✓ Provide a copy of the photo page of the replacement musician’s passport.
- ✓ Enclose a copy of the appropriate Approval Notice (Form I-797B) to support this request.
- ✓ Please submit this application to the AFM at least **5 business days** before the replacement musician intends to enter the United States.

Note: It must be communicated to the musician being replaced that he/she *no longer holds a P2 work permit* and must strictly follow departure protocol. He/she must mail his/her I-94 Records to US Immigration to confirm departure from the United States. Failure to do so can result in border crossing difficulties, including denial of future entries. Please visit for mailing address https://help.cbp.gov/app/answers/detail/a_id/752 and general I-94 information <https://i94.cbp.dhs.gov/i94/#/home>.

Note: The Musician Replacement Letter will be emailed to the requestor.

SUBMIT REPLACEMENT LETTER APPLICATIONS TO:

Attn: Artist Immigration Department
American Federation of Musicians
#202 – 150 Ferrand Drive
Toronto, ON M3C 3E5
Canada

immigration@afm.org
1-800-463-6333 x.222 or x.234

AMERICAN FEDERATION OF MUSICIANS REPLACEMENT LETTER APPLICATION

PART 1: REPLACEMENT MUSICIAN PERSONAL INFORMATION

BAND NAME: _____ LEADER: _____

MUSICIAN CURRENTLY ON THE P2 APPROVAL NOTICE: _____

MUSICIAN YOU WISH TO SUBSTITUTE FOR THE ABOVE-NAMED INDIVIDUAL:

SURNAME: _____ FIRST NAME: _____

DATE OF BIRTH: (m) _____ (d) _____ (y) _____

TELEPHONE: () _____ EMAIL: _____

CURRENT ADDRESS: _____

**** MANDATORY: PROVIDE A COPY OF THE REPLACING MUSICIAN'S PASSPORT PHOTO PAGE ****

PASSPORT NUMBER: _____ EXPIRY DATE: _____

COUNTRY OF BIRTH: _____ PROVINCE OF BIRTH: _____

ARE YOU A CANADIAN CITIZEN? YES NO

HAVE YOU EVER BEEN DENIED ACCESS TO THE UNITED STATES AT ANY TIME FOR ANY REASON?
 YES NO

REPLACING MUSICIAN MUST SIGN BELOW

I certify that the information provided in Part 1 is true and accurate and that any criminal history has been disclosed to the AFM at the time of this request. I further acknowledge that by not doing so, I may prevent myself from entering the United States.

SIGNATURE OF MUSICIAN NAMED ABOVE: *(faxed/scanned/photocopied/electronic signature is acceptable)*

DATE: _____

PLEASE HAVE YOUR LOCAL AFM OFFICER/STAFF SIGN THE FOLLOWING TO VERIFY MEMBERSHIP

AFM LOCAL #: _____ DUES PAID UNTIL: _____

SIGNED THIS _____ DAY OF _____, 20____ LOCAL OFFICIAL - SIGNATURE: _____

You may provide membership verification **either** by having this application signed by an AFM Local Official **OR** by providing a copy of your current membership card **OR** by providing a receipt showing dues paid from the AFM Local where you are a member. The replacing musician's membership must be paid up in advance for the duration of the P2 Work Permit. **The AFM Immigration Department cannot verify membership on your behalf.**

PART 2: TRAVELLING INFORMATION

DATE OF ENTRY (when will the replacing musician first enter the United States?): _____

IMPORTANT INFORMATION NEEDED FROM YOUR APPROVAL NOTICE:

Receipt Number ("EAC" or "WAC" followed by 10 numerals): _____
(located on top left corner of the P2 Approval Notice)

Expiry Date/P2 is valid until: _____
(located on top right corner of the P2 Approval Notice)

PART 3: POLICY OF INDEMNITY

MEMBER'S ACKNOWLEDGEMENT (or his/her representative)

When the AFM member/agent/representative submits an application for a replacement musician, AFM requires **5 business days for processing**, along with an administrative fee of \$45.00 (certified cheque, money order or cash).

The entertainment unit should realize that AFM will provide a letter of support for the individual substituting for an already-approved P2 beneficiary. However, this letter of support does not guarantee that the individual will be permitted to enter the United States. The Border Officer has the final authority to grant approval or to deny entry of an individual into the United States. AFM will not assume financial or other liability for lost performance fees and/or out-of-pocket expenses resulting from members being unable to enter the United States on the date requested, for reasons determined by U.S. Customs/Border Inspection Officials, or any other U.S. legal authorities.

By signing below, "***I acknowledge my understanding of this policy and its terms and conditions as stated herein***".

MEMBER/MUSICIAN SIGNATURE

DATE

- OR -

I am the authorized individual and/or representative for the Entertainment Unit/Musician known as _____ and I, being the authorized individual acting on behalf of the applicant named hereunder, assume the responsibility to inform the affected musicians of this indemnity, and by signing, "***I acknowledge my understanding of this policy and its terms***".

REPRESENTATIVE SIGNATURE

DATE

Please print name, agency and phone number:

Please print contact name(s) and email address(es) to whom/where the Replacement Musician Letter is to be sent:

