



- CANADIAN OFFICE -  
**AMERICAN FEDERATION OF MUSICIANS  
OF THE UNITED STATES AND CANADA**  
75 The Donway West, Suite 1010 Toronto, Ontario M3C 2E9  
Tel: (416) 391-5161 Fax: (416) 391-5165 Toll: 1-800-463-6333

### APPLICANT RESPONSIBILITY

**It is the musician/leader/agent/manager's responsibility to submit a complete application package (as listed below in the checklist) to AFM Canada in a timely manner (95 -125 days for Regular files and 20-25 days for Premium files). If you have sent AFM an incomplete/untimely file the musician/leader/agent/manager is aware and prepared for the fact that your application may not be approved by the date requested. If filing a Premium file – the USCIS has 15 days once received to send AFM one of four Notice(s) of Action: a Receipt, an Approval, a Denial, or a Request for Additional Information. The USCIS does NOT have to approve a premium file in 15 days. Very important to note that files going to the Premium units may take up to 7 days to be received due to backlogs.**

**Further, it is the responsibility of the musician/leader/agent/manager of the entertainment unit to telephone AFM Canada to discuss alternative options a minimum of 30 days in advance of the anticipated date of entry.**

**Please contact your designated Port of Entry or Pre-Flight Inspection with questions regarding custom clearance of instruments, equipment and merchandise, and/or visit [www.chamber.ca](http://www.chamber.ca) for information in clearing professional equipment.**

**It is always advisable when traveling to other countries that you obtain *additional* out-of-country health insurance, especially in cases where consecutive periods of time are spent working abroad.**

### CHECK LIST

**(AFM policy is P2 applications will be processed within 72 hours of receipt.)**

**The following must be included in your P2 package. Any omissions will delay the processing of your file by AFM.**

- ✓ **ALL MUSICIANS NAMED ON THE APPLICATION MUST BE AFM MEMBERS IN GOOD STANDING:** and dues have been paid up to and including the LAST engagement applied for. This proof of membership must be included upon receipt of the application. **AFM Canada cannot verify membership.**
- ✓ **ONE COMPLETED APPLICATION FOR EVERY MUSICIANS:** Part 1a (signed by each musician), Part 2, Part 3 and one Part 4 for the band. (We do not require original signature - we DO require the musician/technician to sign their own forms *unless* power of attorney has been given to the representative filing the petition with this office.)
- ✓ **ONE COMPLETED APPLICATION FOR EVERY TECHNICIAN:** Part 1b (signed by each technician), Part 2, Part 3, Part 4, and Part 5. (We do not require original signature - we DO require the musician/technician to sign their own forms *unless* power of attorney has been given to the representative filing the petition with this office.)
- ✓ **U.S. DOLLAR MONEY ORDER (ONLY – Canadian Bank money orders are acceptable.)**
  - PAYEE - "U.S.C.I.S." (United States Citizenship and Immigration Services)
  - REGULAR PETITION PROCESSING FEE OF **\$320.00** (flat fee regardless of the number of musicians).
  - PREMIUM PROCESSING FEE: **\$320.00 plus \$1,000.00**
  - IF APPLYING FOR TECHNICIANS – DOUBLE THE ABOVE FEES. (Please note, when applying for both musicians and technicians you may submit one (1) U.S. Dollar money order for the amount of \$640.00US and (1) money order for \$2,000.00 USD)
- ✓ **AFM PROCESSING FEE: \$25.00 (musicians only) OR \$50.00 (musicians and technicians) PAYEE: AFM Canada .**
- ✓ **VERIFICATION OF EMPLOYMENT** - Copies of contract(s) (**Form T2C – Traveling engagement contract for Canada with Schedule 1 is mandatory**) or an itinerary provided by an AFM U.S. or AFM Canada Booking Agent. **Contracts/Itinerary must contain the following information;** date of engagement, venue name and full address, compensation (minimum traveling scale is leader \$120US and side musicians \$80US per 3 hours of performance time), and all musicians must be named individually. Symphony/Orchestra/Theatre engagements as well as recording and song writing projects, are exempt from the T2C Contract requirement.
- ✓ **LANDED IMMIGRANTS OR PERMANENT RESIDENTS IN CANADA** - Contact Lidia McGeown at AFM Canada for further information on proper procedures BEFORE forwarding this request, and review the AFM Canada information sheet explaining the filing process for Landed Immigrants. *Please note you should allow a minimum of 125 days when applying for a landed immigrant.*
- ✓ I have designated a **PORT OF ENTRY** for all applicants and have confirmation (if traveling by air) from my travel agent of my itinerary and Pre-Flight Inspection information. Also, if traveling by air, each person applying has secured a valid passport, which is now required by the U.S.D.H.S. **Please note: your point of entry must be determined at the time of submitting your application. Changes cannot be accommodated after the fact.**
- ✓ **INCLUDE A COPY OF EACH INDIVIDUAL'S PASSPORT/BIRTH CERTIFICATE & DRIVERS LICENSE.** If planning to enter the US by land, drivers license and birth certificates are acceptable (until January 2008), if the individual does not have a passport. Please provide a photocopy of the 'biometric page' (photo page) of each passport **for every** musician/technician being applied for. 8/21/07