



The petitioner should make at least two copies of the complete petition — keep one and send one to the beneficiary.

The petitioner will need all the information about the beneficiary that is listed below. Petitions are frequently delayed because artists have not checked their passports. Passports must be valid for **six months** after the expiration date of the visa. When providing date information to the petitioner and/or the INS, always list as mm/dd/yy.

- Full name (LAST, first, middle initial)
- Date of birth (mm/dd/yy)
- Country of birth
- Passport number
- Country where passport was issued
- Passport expiration date
- Job title
- Date started with group (mm/yy)

While petition contents may vary from petition to petition, the following is a list of the items, and their order, that are common to the majority of petitions in the O and P classifications.

1. Cover letter to the INS, with cheque in the amount of US\$110 per petition
(for the union consultation, substitute this with cover letter to the union)

The cover letter should indicate:

- INS service center address;
- date (mm/dd/yy);
- classification being sought (and whether Premium Processing Service is being used);
- the beneficiaries (alphabetical order, last name in capitals, followed by first name); also mention the group name if a group)
- the petitioner;
- dates of intended employment (including travel dates);
- brief description of the artist/group and the intended activities;
- brief description of the petitioner and his/her qualifications.

If you are submitting a corresponding support personnel petition, be sure to provide details of both petitions in the cover letter. Use the same letter for both petitions.

The cover letter should be on the petitioner's letterhead and should not exceed two pages.

2. INS Form I-907 — Premium Processing Service

If applying for Premium Processing Service, this form should follow the cover letter with a separate cheque in the amount of US\$1,000 per petition.

3. Labour union consultation letter(s)

Copy of the union consultation letter(s), or non-union consultation letter(s) if a union letter is unavailable.