



## PASSPORTS, VISAS & IMMIGRATION FORMALITIES

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**W**e now enter an area in which you must take nothing for granted.

A valid passport for each and every member of your organization is, of course, essential to any foreign tour but you simply cannot wait until the last moment before ensuring that all travel documents are in order. So, at least six months prior to your tour you must:

1. Check that each and every member of your organization, and anyone that you will be engaging specially for the tour, such as stagehands, have valid passports. If anyone does not, he or she must apply for one immediately.
2. Check that no passport will expire prior to the completion date of your tour. If any passport does, it must be renewed right away.
3. Check that all passports have sufficient pages to accommodate all the visas or work permits you will require for your tour. If anyone does not have one complete page available for each country that you are going to visit, that person must renew his or her passport.
4. Check that no restrictions have been appended to any passport, such as is the case when a previous passport has been lost or stolen. Consult your local passport authorities if this is the case.

Remember that applying for a passport, or renewing an old one, is an individual privilege and that an organization cannot

apply on behalf of one of its members.

If you have any foreign nationals in your organization, they will have to deal with their embassy or nearest consulate. This is often somewhat time-consuming. A British passport, for example, can only be renewed by the British High Commission in Ottawa even though there are British Consulates in several Canadian cities.

### *THE VISA LIST*

**O**nce all the passports are in order, collect them and double-check everything, then prepare your visa list.

A visa list serves two purposes. First, it enables your presentors to apply to the authorities in the countries you are going to visit for the necessary permission for you to enter those countries and to perform there. Secondly, it assists the foreign embassy or consulate in Canada who will actually issue the appropriate visas or work permits to you to cross-reference the information with that they have received from their own authorities. They will also be responsible for checking that the passport numbers on your list, for example, exactly match the actual numbers of the passports, so the list must be prepared with great accuracy.

The following information is essential to any visa list:

1. The family and given names of each