



Following is a list of the items, and their order, that are common to most Form I-129 O and P classification petitions. Generally, the same content is required for union consultation(s). When providing dates to the INS, list them as mm/dd/yy. Type or print clearly using CAPITAL letters. If a question does not apply to you write "N/A"; if the answer is none write "NONE." List beneficiary information in alphabetical order and maintain this order with any addendum.

1. Cover letter to the INS with cheque in the amount of \$110 per petition. Letter to include: classification, beneficiary, petitioner, dates of employment, brief description of artist and intended activities, brief description of petitioner
2. If used, Form I-907 for Premium Processing Service (PPS) with separate cheque in the amount of \$1,000 per petition
3. Labour union consultation letter(s)
4. INS Form I-129
5. INS Supplement to Form I-129 (only if more than one beneficiary)
6. INS Supplement to Form I-129, O and P Classifications
7. If applicable, any addendum to questions on Form I-129 (Resubmissions, tour itinerary, etc.); each addendum should be on a separate page with petition identification details
8. Performance contracts
9. Letters of support from presenters
10. Authorization letter between artist/manager and petitioner (or Form G-28 if an attorney)
11. Artist press materials — keep it simple. Include biography, one-page press excerpts, list of awards and honours, one-page recent tour history, three or four full performance reviews. All materials must be in English or be accompanied by a certified translation.

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 Resubmissions, tour itinerary,

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If petitioning for support personnel, include, after item 7, a one-page statement about the support personnel and their importance to the production or tour. Attach brief biographies of the support personnel.

To download INS forms: www.ins.usdoj.gov/graphics/formsfee/forms/index.htm

A NOTE REGARDING PPS

June 1, 2001: The INS introduced the Premium Processing Service (PPS). As a result, the turnaround time for the four INS service centers can no longer be counted on to fall within the traditional 30-60 days. There are now two tiers of adjudication:

WITH the PPS: The INS guarantees adjudication of a petition within 15 calendar days. The fee is US\$1,000 per petition. If they fail to adjudicate in 15 days, they return your fee and the petition is placed in the general pool of "standard processing" petitions.

WITHOUT the PPS: It is advisable at this time to plan on 120 days, regardless of the service center used.

Clarification...

Many have interpreted the INS rulings on the PPS to mean that petitioners that are non-profit organizations are exempt from the PPS fee. While non-profit petitioners are indeed exempt from the \$1,000 fee, this does not mean they can file a Form I-907 and receive its benefits. They can, however, pursue the traditional expedite process, based on five criteria: severe financial loss to a company or individual; extreme emergent situation; humanitarian situation; Department of Defense or national interest situation; INS error.