



#### 4. INS Form I-129

This is the primary form used by the INS for O and P visas. It is two pages long and requests information on the petitioner, has room for one beneficiary and requests brief information on the activities to be conducted by the beneficiary. Some questions may require the petitioner to create an addendum with further information.

Any addendum generated by the petitioner should be on plain white paper with:

- the INS service center address at the top left;
- date at the top right (mm/dd/yy);
- addendum identification (e.g., Addendum: Form I-129, Part 4, Question h1, prior classifications);
- classification being sought;
- petitioner's name and address;
- dates of intended employment;
- the addendum information.

#### NOTE

Items 4, 5 and 6 can be downloaded directly from the USINS Web site. Once in the pdf site for the forms, you will want to print pages 1, 2, 7, 9 and 10.

A typical addendum is:

##### *Part 4, Question h1, prior classifications*

List these with the most recent first. The list should include the I-797 Receipt Number (upper left corner of I-797 Approval Notice) and the dates the visa was valid for.

or

##### *Part 5, address where the person will work*

Whether a tour or a single date, write "see attached itinerary" here and include an addendum with the tour itinerary. While this does not need to be in great detail, it should include entry dates (e.g., May 12, 2001: arrive US at Ogdensburg, NY), set-up/rehearsal dates, performance dates with venue, presenter and presenter's address and phone number, and departure date. If there are to be multiple entries within the classification period, indicate these periods on the itinerary with a brief explanation as to what the artist or group will be doing during these periods. Canadian artists will often go back and forth during the period of a visa for Canadian tour dates, rehearsals, etc.

Any addendum to the I-129 should follow item 6.

##### *Processing Information (Part 4, Form I-129)*

This is the location where the beneficiary will apply for a visa. The INS will send/cable an original Form I-797 Approval Notice to the place of your choice (as well as an original to the petitioner). Designate one location per petition. You have three choices:

##### *Consulate:*

All aliens must apply for visas at a U.S. embassy or consulate abroad after receiving I-797 Approval Notice EXCEPT **Canadian** nationals or Canadian permanent residents who are nationals of Ireland or 52 Commonwealth countries. Indicate the consulate to which the beneficiary will apply (e.g., Montreal, Canada).