

REQUIRED DOCUMENTS FOR O-1 ADVISORY LETTERS

1. Most recent copy of AMPTP advisory opinion and corresponding USCIS Notice of Approval, if available. If available, the appropriate Guild's/Union's advisory opinion.

2. **I-129 FORM** – Please submit all parts of this form, signed and dated by all parties.

3. **PETITIONER'S LETTER TO THE USCIS** –

Must be current, dated, signed, and must be on company letterhead. Plain draft, unsigned, undated copy is not acceptable.

4. **DEAL MEMO OR CONTRACT BETWEEN PRODUCTION AND THE BENEFICIARY** –

The following information must be included:

- A. Name of beneficiary with any a.k.a. or p.k.a.;
- B. Position or job title;
- C. Dates the beneficiary will be required in the United States;
- D. Project or list of projects beneficiary will be working on;
- E. Genre of project(s) – All work must be in motion picture, television, web-based series/program, commercials or music videos;
- F. Fee/Salary;
- G. Principle US location the beneficiary will be working;

Failure to provide all of this information will result in a substantial delay of your letter.

Offers, letters of intent or requests are not agreements and will be rejected if: (1) not signed by both employer and beneficiary as accepted; and (2) does not contain the mandatory information identified above.

Any missing signatures will result in a substantial delay of your letter.

Agents/representatives/third parties may not sign for the beneficiary. (Exception: parent or guardian of a minor.)

If the contract or deal memo does not include the name of the project(s) or the dates the beneficiary will be required, please include an itinerary, on letterhead, with the name of projects and dates. Please see the sample deal memos and itinerary attached hereto.

Contracts/Deal Memos totaling more than 7 pages must be edited down and include the only the information in items A through G listed above. (For example, provide only those pages of the contract containing the required information.)

Stale, outdated contracts will be rejected. If a series option has been picked up, evidence of the pick-up from production must be included.

Speculative, unsecured employment will be rejected.

Please use job titles/terms commonly used in the United States. Please make job titles/terms consistent throughout the packet. Confusion over job titles, terms and job descriptions will cause delays. Including a job description for the beneficiary will speed up turn-around time.

For the quickest turn-around time, please use one of the sample deal memos attached hereto.

5. **BACKGROUND –**

The following items must be provided and must not exceed 30 pages in the aggregate:

- A. Resume/CV;
- B. Printout of previous work. For example: from www.imdb.com;
- C. A combination of news articles from major publications. Please highlight pertinent information and name of the beneficiary in publications. Always include the name of the publication and circulation information, if available; and
- D. Support/reference letters from experts in the beneficiary's field of endeavor.

6. **DO NOT SEND –**

- A. Contracts for which we are not the appropriate agency – e.g., do not submit contracts for print or runway models, live theater, video games, conventions, radio or anything else not relating to the motion picture industry;
- B. Agent, management or representation agreements;
- C. Passport copies, tax forms, SEC filings, etc.;
- D. Script treatments, press or synopsis of the upcoming production(s);
- E. Press about past productions that do not specifically mention the beneficiary and the beneficiary's skills;
- F. Press or bios about the petitioner or third parties such as cast or crew. Limit press to the beneficiary only;
- G. Red carpet photos, location photos, photos without an accompanying written article;
- H. Headshots, glamour shots or portfolios;
- I. Magazine covers. (We want the story; not the cover);
- J. Playbills. (We want the reviews);
- K. Wikipedia printouts;
- L. Tabloid or "gossip" press, press that does not highlight job skills;
- M. Call sheets or cast lists;
- N. YouTube screenshots;
- O. CDs/DVDs; and
- P. Documents for O-3 applicants.

Oversized packets (i.e., packets containing more than the Form I-129, the petitioner's letter to USCIS, contract/deal memo pages and 30 pages of background information, which should be approximately 50 pages combined) will be rejected and you will be required to resubmit. These packets are not reviewed. Fees already paid will be applied to the edited packet. (More pages are allowed for packets containing one or more O-2s. Please see AMPTP guidance on Advisory Letters for Multiple O-2s.)

Two sided documents will be rejected and you will be required to resubmit. These packets are not reviewed. Fees paid will be applied to the edited packet.

Submissions for which we are not the appropriate agency will be rejected. You have the option of a rejection letter, which explains that the AMPTP is not the appropriate agency.

Email or faxed submission of packets will not be accepted.

7. **PAYMENT –**

Non-member companies must include a **non-refundable** processing fee, check or money order, in the amount of \$250.00 made payable to **AMPTP** for each advisory opinion. Checks will be deposited upon receipt of the submission packet. **There are no refunds.** Checks without the name and address of the payor pre-printed (not handwritten) will be rejected.

ADDITIONAL INFORMATION

1. Keep the papers in an orderly fashion (See 1 – 5 above).

Unorganized, incomplete or incorrect packets slow down the process of generating consultation letters for everyone. We strongly advise you to provide the above-mentioned documents in the same order as enumerated. Correct, well organized submissions move the fastest.
2. Our turn-around time is seven (7) business days and is on a first-come first-served basis.
3. Please do not email or call regarding the status of your request prior to the seven business days elapsing. Due to heavy volume, we cannot return these calls and emails. No exceptions.
4. If your request had a problem, it goes to the back of the line after it has been fixed. Please do not call or email about the status. Your packet's processing time has been reset.
5. We do not expedite. All submissions are strictly on a first-come first-served basis. Please keep this in mind when scheduling and when speaking with your clients.
6. Please be remember holidays will extend the processing time.
7. Please email us prior to sending packets with more than ten O-2 beneficiaries. Please see AMPTP guidance on Advisory Letters for Multiple O-2s.
8. Please use two prong fasteners or binder clips to secure your packet. Please do not use rubber bands.
9. The AMPTP may issue unfavorable opinions regarding beneficiaries whose petitions do not satisfy the relevant legal criteria. Should this occur, the decision is final. Do not ask for a revised letter. It is your responsibility to review your case carefully before submitting. Please note that we will not issue a "no objection letter" in lieu of an unfavorable letter.
10. If you do not remedy defects in your packet within 90 days of receipt, it will be destroyed. There is no refund of the fee.

Consultation Requests must be submitted to:

Alliance of Motion Picture & Television Producers
Attn: Immigration
15301 Ventura Blvd. Building E
Sherman Oaks, CA 91403

You may direct further inquiries to:

immigration@amptp.org

HOTLINE: 818-935-5938

We strongly prefer email questions and comments.

Please indicate the name of the beneficiary in all communications. Please do not use p.k.a. or a.k.a.

Please do not forget to include a cover letter that has a name, address, phone number, fax number and email address where we may reach you.

ADVISORY LETTERS FOR O-2

1. If a previous AMPTP letter exists, submit a copy of the most recent previous AMPTP letter and a copy of the corresponding USCIS Notice of Approval Form.
2. **O-1's I-797 NOTICE OF ACTION** – For O-2s unaccompanied by an O-1.
3. **I-129 FORM** – Please submit all parts of this form, signed and dated by all parties.
4. **PETITIONER'S LETTER TO THE USCIS FOR THE O-2 BENEFICIARY** –

Must be current, dated and signed, and must be on company letterhead. Plain draft, unsigned, undated copy is not acceptable.

The letter should address:

- A. The alien's skills and experience with the O-1 alien;
- B. Whether the O-2 alien has a pre-existing, longstanding working relationship with the O-1 alien;
- C. Whether significant production will take place both in the United States and abroad;
- D. If the continuing participation of the O-2 alien is essential to the successful completion of the production; and
- E. Explain whether there are, or why there are not, available U.S. workers who can perform the support services.

5. **DEAL MEMO OR CONTRACT BETWEEN PRODUCTION AND THE O-2 BENEFICIARY** –

The criteria for the O-2 contract is the same as for an O-1.

O-2 may not be included on the O-1 contract or deal memo. They will need their own contract or deal memo with the employer. No blanket contracts or deal memos.

Contracts between O-1 and O-2 will not be considered.

6. **BACKGROUND** –

- A. Resume/CV; and
- B. IMDB printout, if any

7. **NO O-2s SUPPORTING O-2s**

We will not provide a favorable consultation letter for O-2 beneficiaries who are being petitioned to support other O-2 beneficiaries.

ADVISORY LETTERS FOR MULTIPLE O-2s

1. We prefer a simple deal memo for each O-2 beneficiary.
2. Please keep the background to a minimum. A resume and an IMDb is all that is needed in most of these O-2 cases.
3. The general order of the paperwork for each O-2 person is as follows:
 - A. Person's I-129 form or Attachment 1 (Must be a USCIS form);
 - B. Person's deal memo; and
 - C. Person's brief background.
4. Please be aware we might be contacting you if there are job titles with which we are unfamiliar. Please use terms and job titles that are common in the United States to prevent delays. Including job descriptions will speed up processing time.
5. O-2 may not be included on the O-1 contract or deal memo. They will need their own contract or deal memo. No blanket contracts or deal memos.
6. Unorganized multiple O-2 packets will be delayed.
7. Please email ahead and let us know if there are to be more than ten O-2s.
8. Do not include:

Copies of passports;
Copies of membership cards; or
Copies of school records.
9. The AMPTP historically has issued unfavorable advisory opinions regarding O-2 beneficiaries who work in the following positions: cooks, personal trainers, massage therapists, yoga instructors, hospitality workers, and other aliens with skills and experience of a general nature or whose presence is not essential to the successful completion of the production.
10. We will not provide a favorable consultation letter for O-2 beneficiaries who are being petitioned to support other O-2 beneficiaries.
11. First and last names on all documents need to be the same as the first and last names on the USCIS form to avoid confusion and delays.
12. We do not review O-3 applicants. Please do not include them.

Company Letterhead

Deal Memo

The following represents the understanding for the services of John James Doe for the feature length motion picture currently known as "Nothing."

Production Company: Nothing Movie Productions

Artist: John James Doe

Position: Actor in the role of "Sam"

Dates Required: December 1, 2010 until December 15, 2012

Location: Los Angeles, CA

Fee: \$500 per day worked

On behalf of Nothing Movie Productions

Dan Jones

Date: October 31, 2010

Company Letterhead

Commercial Deal Memo

The following represents the understanding for the services of John James Doe for the following commercials: Dr. Pepper, Acura, Toyota, Maybelline and Sprite. All projects are subject to change.

Production Company: Nothing Movie Productions

Artist: John James Doe

Position: Director

Dates Required: December 1, 2010 until December 15, 2012

Location: Los Angeles, CA

Fee: \$500 per day worked

On behalf of Nothing Movie Productions

Dan Jones

Date: October 31, 2010

Itinerary for John Doe
May 2011 – April 2014

Production: Ford
Commercial
Approximate start date: 5/2/11
Length of production: 6 weeks

Production: No Where
Motion Picture
Approximate start date: 6/12/11
Length of production: 3 weeks

Production: Burger King
Commercial
Approximate start date: 9/2/12
Length of production: 2 weeks

Production: Anything
Television series
Approximate start date: 5/2/13
Length of production: 6 weeks

Production: Kraft
Commercial
Approximate start date: 3/22/14
Length of production: 6 weeks

All dates and productions are subject to change.