

The Independent Production Agreement & Broadcast Agreements require Producers/Engagers to provide preference of audition and engagement to ACTRA members. If a Producer/Engager has made reasonable efforts to comply and has established that a person who is not a member of ACTRA is required for a Production, an application for a work permit must be made to the local ACTRA office. Where ACTRA is satisfied that the requirements for a work permit under the Independent Production Agreement & Broadcast Agreements have been satisfied, a work permit may be issued. All Canadian non-member Performers, who qualify above, will be issued up to three (3) work permits. ACTRA invites performers to join ACTRA as Apprentice members with the first qualifying or subsequent two qualifying permits. Additional work permits will only be granted under exceptional circumstances by the ACTRA Branch/Local and pursuant to the ACTRA Constitution and By-laws.

APPLICANT Permit application must be received by local office at least 48hrs prior to session. Please send fully completed and signed application to:

Newfoundland & Labrador: newfoundland@actra.ca
 Toronto: ipapermits@actratontario.com
 Montreal: montreal@actra.ca
 Manitoba: manitoba@actra.ca
 Ottawa: ottawa@actra.ca
 Saskatchewan: saskatchewan@actra.ca

Professional Name _____ Citizenship _____ (If non-resident, attach resume and photo.)
 Legal Name _____ Home Phone _____
 Email _____ Mobile Phone _____
 Home Address _____ City _____ Province _____
 Postal Code _____ Country _____ SIN # (REQUIRED) _____
 Agent's Company Name _____ Agent's Email _____
 Date of Birth (day/month/year) _____ If Minor, name of Guardian _____
 Gender (Specify) _____ Pronouns _____ SAG-AFTRA No Yes
 Apprentice Member? No Yes Apprentice Member # _____ EQUITY No Yes

PRODUCTION

Please select to join ACTRA Membership (if eligible)

UDA No Yes

Agreement IPA CBC - TV CTV UBISOFT CIPIP WiP AIP
 Audio Code CBC - RADIO LBG CITY-TV OTHER Specify: _____

Production Title _____
 Production Company/Adhered Engager Name _____
 Shoot Dates _____ Total number of weeks/days _____
 Additional week on an existing engagement? No Yes Single Production Series
 If Series, Episode Name _____ Episode # _____
 Performance Category _____ Character Name/Description _____
 Number of ACTRA Members/Apprentice Members Auditioned _____ Names _____

Engagements resulting from this application are subject to all terms and conditions of agreements between ACTRA and engager organizations. Providing deliberately false or misleading information will result in a grievance against the production and/or sanctions against the applicant.

PAYMENT Permit applications are not processed prior to payment. Please contact local branch for available payment options.

Permit Fee _____ Paid by: Performer Agent Production Other (specify) _____
 Method of Payment: Visa Mastercard Interac Cash Cheque EMT
 Receipt sent via Email Only Email Address _____
 Credit Cardholder's Name _____
 Card # _____ Expiry Date _____ CVV _____
 Cardholder Signature _____

FOR OFFICE USE

Production ID # _____ Engager ID # _____
 If a non-resident permit, why is this permit being granted?
 Attached to production due to financing/network
 Continuing or returning character
 Recognizable Star/Cameo
 Visibility in other field (i.e. dance or music)
 Auditioned Canadians, chose non-resident
 Accent, dialect/language, or cultural authenticity consideration
 Physical or Special Skill
 Other (specify) _____
 Approved: _____ Denied: _____ Approved/Denied By: _____
 Reason For Denial _____
 If an Apprentice permit:
 Is this a stunt performance? Yes No
 Is this a first permit? Yes No
 Resume attached for non-resident? Yes No
 Number of days for non-resident role _____
 Qualifying: Yes No
 Work Permit # _____
 Date Processed: _____
 Date Approved: _____