

UBCP/ACTRA

October 25, 2022

Dear Producers, Production Coordinators, Casting Directors, and Stunt Coordinators,

Re: Canadian Non-Member Work Permit Application Process

Effective December 1st, the Union will be enforcing the requirement, per article A601 to apply for a work permit for Canadian non-member performers at least 48 hours in advance. This process will apply for all performance categories with the exception of Background categories.

Productions are required to give preference of engagement to members of the union, per article A401 of the BCMPA.

Once preference of engagement has been met, a production wishing to engage a non-member performer will be required to undertake the following permit process:

- Document the UBCP/ACTRA Members who were auditioned/considered for the engagement. This can be in the form of an Audition Sign-In Sheet (Appendix G of the BCMPA) or similar list indicating the names of the Members and date of the audition or self-tape review.
- Complete the attached BCMPA Work Permit Application Form. Please ensure all applicable fields are completed.
- Submit the Work Permit Application Form, list of Members auditioned and any other relevant information to the Union Rep assigned to your production. Applications to the Union must be submitted no later than 48 hours prior to the commencement of work.

If you have any questions about the form or the new process in general, please contact your assigned Union Representative.