



A GUIDE FOR
INTERNATIONAL
PRODUCTIONS
TO FILM IN
NEW YORK CITY

USA



NAME

**THE CITY OF NEW YORK MAYOR'S OFFICE
OF FILM, THEATRE AND BROADCASTING**

ADDRESS

**1697 BROADWAY, 6TH FLOOR
NEW YORK, NY 10019**

DATE OF ESTABLISHMENT

1966

THE CITY OF NEW YORK
MAYOR'S OFFICE
OF FILM, THEATRE
AND BROADCASTING

For forty years, The New York City Mayor's Office of Film, Theatre and Broadcasting offers free permits, free police assistance and free public locations. Our permit coordinators will work with you to ensure that your foreign insurance carrier meets our requirements, that your permits are available to you when you need them, and that even though you may not be here in town you have the same access to city locations and services we offer to all filmmakers. Our commitment to serving you—our customers and guests—with all of the benefits the New York City production community and the city has to offer, is a top priority. We suggest you contact us at least one month in advance of your trip to ensure that your experience is as hassle-free and pleasant as possible.

DIAL 3-1-1 OR 212-NEW-YORK OR VISIT WWW.NYC.GOV/FILM

MICHAEL R. BLOOMBERG, MAYOR KATHERINE L. OLIVER, COMMISSIONER

New York City: The World's Stage. It's never been easier to film in New York City!

The Mayor's Office of Film, Theatre and Broadcasting has created this step-by-step guide for the convenience of non-U.S. based individuals and production companies wishing to shoot a film or video project in New York City.

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FREE PERMITS, LOCATIONS AND POLICE ASSISTANCE

A PERMIT IS REQUIRED:

If equipment or vehicles are used or if the person filming asserts exclusive use of City property. Insurance is required for this permit.

A PERMIT IS NOT REQUIRED:

If hand-held cameras or tripods are used and person filming does not have vehicles and/or assert exclusive use of City property.

The permit we issue to your production is free of charge, and provides access to public locations and street parking for essential production vehicles throughout 300 square miles of public settings in the city's five boroughs, including 27,000 acres of city parks.

When your project is shooting at an exterior location which requires traffic control, or has a scene with prop firearms, weapons or actors in police uniforms, you must request that the NYPD Movie and TV Unit be assigned to your location. The police unit will assign its officers at no charge to you. All decisions about what is permitted are made by the Mayor's Office of Film, Theatre and Broadcasting, working in close consultation with the NYPD Movie & TV Unit, and other key agencies. We have the experience and resources to facilitate your production requests.

Filming in city parks, interiors of city buildings, bridges, subways or tunnels will require additional permissions from the controlling entities. Please contact our office to obtain specific contact information.

THE ABC'S OF INSURANCE

In order for you or your organization to be eligible for a Motion Picture or Television Permit, you must present to the Mayor's Office of Film, Theatre and Broadcasting an original certificate of insurance which is signed by the Broker's Authorized Representative and which includes:

1. The name and address of the insured person or production company.
2. The Description of Operations on the certificate must read as follows: **"The City of New York is named as additional insured pursuant to, or with coverage at least as broad as, ISO Form CG 20 12 (07/98ed.)."**
3. That the policy provides at least One Million Dollars (\$1,000,000) [usually listed as 1,000 thousands] in US currency or its equivalent of Comprehensive General Liability for each instance of claim.
4. The name of the insurance company and of the broker, with the broker's phone number.
5. The policy number.
6. The dates for which the policy is in effect, including both the start and expiration dates.
7. That the policy may not be modified or canceled without seven days prior written notification to the Mayor's Office of Film, Theatre and Broadcasting.

Please note that we do not accept FAX copies or photocopies of Insurance Certificates. We will not accept auto-pen or stamped signatures.

PARKING PRIVILEGES

Our permit provides special parking privileges at locations for vehicles essential to your shoot at no cost to the production. These vehicles include equipment trucks, lifts, cranes, campers and honeywagons. Crew or personal cars are not covered by the permit.

You must supply each vehicle's plate number and state, description and size. A copy of the permit must be visible in the front of the vehicle.

TAX CREDIT PROGRAM

The "Made in NY" film production tax credit is available to all productions, foreign and domestic, that meet the program's eligibility requirements. Visit www.nyc.gov/film to learn if your film qualifies.

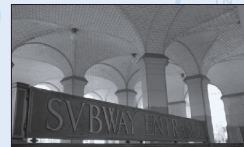
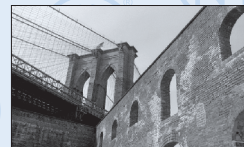
PRODUCTION RESOURCES

The Mayor's Office of Film, Theatre and Broadcasting has developed several supports as part of the "Made in NY" program designed to facilitate production in New York City.

"HOT SHOTS" ONLINE PHOTO LIBRARY

"Hot Shots" is the agency's online photo library, showcasing public locations to filmmakers all over the world. Regardless of where you are, you now have complete access to hundreds of photos of landmarks - including parks, playgrounds, bridges, courthouses, jails, highways and more!

Visit www.nyc.gov/film to search this extensive database with photos of all that the five boroughs have to offer productions interested in filming in New York City.



“MADE IN NY” DISCOUNT CARD PROGRAM

To further generate entertainment business and connect productions with local businesses at no cost, the Mayor’s Office of Film, Theatre and Broadcasting, in conjunction with HSBC Bank, N.A., launched the “Made in NY” discount card program. Available to bona fide film, television and theatre productions shooting and performing in New York City, the “Made in NY” discount card is intended to encourage patronage at participating businesses within the five boroughs, by providing a discount (minimum of 10%) or special offer when consumers present their cards to participating vendors in over 45 categories.

SAMPLE VENDOR CATEGORIES INCLUDE:

- Banking Services
- Camera, Grip and Electric
- Computers and Electronics
- Construction and Set Design
- Digital Effects
- Food and Restaurants
- Hotels
- Post Production and Training
- Props
- Security
- Travel
- Transportation

To obtain a card, simply request an application at our Permit Reception desk or download a copy on our website at www.nyc.gov/film. Once the application is approved, the production company will be provided with a specific number of cards based on the type of production and the general crew structure. Cards are valid for the duration of the production shoot.

PRODUCTION RESOURCES AND CONTACTS

AEA Actors’ Equity Association

165 West 46th Street
New York, NY 10036
Phone: (212) 869-8530
Fax: (212) 719-9815
www.actorsequity.org

AFM

American Federation of Musicians

1501 Broadway, Suite 600
New York, NY 10036
Phone: (212) 869-1330
Fax: (212) 764-6134
www.afm.org

AFTRA

American Federation of TV and Radio Artists

260 Madison Avenue, 7th Floor
New York, NY 10016
Phone: (212) 532-0800
Fax: (212) 532-2242
www.aftra.org

AGMA

American Guild of Musical Artists

1430 Broadway, 14th Floor
New York, NY 10018
Phone: (212) 265-3687
Fax: (212) 262-9088
agma@musicalartists.org
www.musicalartists.org

AICP

Assn. of Independent Commercial Producers

3 West 18th Street, 5th Floor
New York, NY 10011
Phone: (212) 929-3000
Fax: (212) 929-3359
www.aicp.com

ALSAM

Association of Location Scouts and Managers

Phone: (212) 598-4467
www.alsam.net

Cinematographers

Local 600

80 8th Avenue 14th Floor
New York, NY 10011
Phone: (212) 647-7300
Fax: (212) 647-7317
www.cameraguild.com

DGA

Directors Guild Of America

110 W. 57 Street
New York, NY 10019
Phone: (212) 581-0370
Fax: (212) 581-1441
www.dga.org

East Coast Council

c/o IATSE Local 52

326 W. 48th Street
New York, NY 10036
Phone: (212) 399-0980
or **c/o Local 600**
80 8th Avenue
New York, NY 10011
Phone: (212) 647-7300

Film Commissions HQ

200 Green Street,
2nd Fl. Suite F
San Francisco, CA 94111
Phone: (415) 962-8325
www.filmcommissionhq.com

GIAA

Guild of Italian American Actors

Canal Street Station, PO Box 123
New York, NY 10013-0123
Phone: (212) 420-6590
info@giaa.us
www.nygiaa.org

**Heating, Venting & Air
Conditioning Technicians,
Local 30**

115-10 Myrtle Avenue
Richmond Hill, NY 11418
Phone: (718) 847-8484
www.iuoe30.org

IFP

104 West 29th Street, 12th Floor
New York, NY 10001-5310
Phone: (212) 465-8200
Fax: (212) 465-8525
www.ifp.org

IATSE

Local 52

**International Alliance of
Theatrical & Stage Employees**

326 W 48th Street
New York, NY 10036
Phone: (212) 399-0980
Fax: (212) 315-1073
ialocal52@msn.com
www.iatselocal52.com

Also, contact for East Coast
Council and New York
Production Locals

Make-Up Artists & Hair Stylists

Local 798

152 West 24th Street
New York, NY 10011
Phone: (212) 627-0660

**Metropolitan Parking
Association**

877-PARKING

Local 700

145 Hudson Street, Suite 201
New York, NY 10013
Phone: (212) 302-0700
Fax: (212) 302-1091
www.editorsguild.com

**Motion Picture Projectionists,
Operators, Video Technicians,
Theatrical Employees and
Allied Crafts**

Local 306

545 West 45th Street, 2nd Floor
New York, NY 10036
Phone: (212) 956-1306

NY NATAS

**New York Academy of
Television Arts and Sciences**

1375 Broadway, Suite 2103
New York, NY 10018
Phone: (212) 459-3630
www.nynatas.org

Motion Picture Editors Guild

NYC Mayor's Office of Film,

Theatre and Broadcasting

Katherine Oliver,

Commissioner

1697 Broadway

New York, NY 10019

Phone: (212) 489-6710

www.nyc.gov/film

NYPA

New York Production Alliance

6 East 39th Street, Suite 1200

New York, NY 10010

info@nypa.org

www.nypa.org

NYPD

NYC Police Movie & TV Unit

620 Circle Drive

Fort Totten, NY 11359

Phone: (718) 281-1235

NYS Governor's Office

Governor's Office for Motion

Picture & TV Development

633 3rd Avenue

New York, NY 10017

Phone: (212) 803-2330

www.nylovesfilm.com

NYWIFT

**NY Women in Film &
Television**

6 East 39th Street

New York, NY 10016

Phone: (212) 679-0870

info@nywift.org

www.nywift.org

PGA East

Producers Guild of America East

100 Avenue of the Americas,

11th Floor

New York, NY 10013

Phone: (212) 894-4016

Fax: (212) 894-4056

pga-ny@producersguild.org

www.producersguild.org

SAG

Screen Actors Guild

360 Madison Avenue

12th Floor

New York, NY 10017

Phone: (212) 944-1030

www.sag.org

Scenic Artists

Local 829

29 West 38th Street

New York, NY 10018

Phone: (212) 581-0300

www.usa829.org

Script Supervisors, Production

Office Coordinators,

Production Accountants

Local 161

630 Ninth Avenue, Suite #1103

New York, NY 10036

Phone: (212) 977-9655

SMPTTE

**Society of Motion Picture & TV
Engineers**

3 Barker Avenue

White Plains, NY 10601

Phone: (914) 761-1100

www.smpte.org

Teamsters IBT

Local 817

1 Hollow Lane

Lake Success, NY 11042

Phone: (516) 365-3470

Theatrical Stage Employees

Local 1

320 W. 46 Street

New York, NY 10036

Phone: (212) 333-2500

Fax: (212) 586-2437

www.iatselocalone.org

Theatrical Wardrobe

Local 764

545 W. 45th Street

New York, NY 10036

Phone: (212) 957-3500

www.ia764.org

WGA

Writers Guild Of America East

555 W. 57 Street, Suite 1230

New York, NY 10019

Phone: (212) 767-7800

Fax: (212) 582-1909

www.wgaeast.org

STEP-BY-STEP GUIDE FOR INTERNATIONAL PRODUCTIONS

Below are the steps required to ensure proper entry into the country before your shoot:

STEP ONE: Petition for Worker Status

About three or four months prior to your trip, you must obtain and file Form I-129 Petition for Nonimmigrant Worker with the U.S. Citizenship and Immigration Service (USCIS). In order for a production company's employees to be granted Non-immigrant worker status, the production company or producer must file this form and submit a nonrefundable application fee for each person entering the country. Visit <http://www.uscis.gov/graphics/formsfee/forms/i-129.htm> to obtain Form I-129: the Petition for a Non-immigrant Worker.

As part of the petitioning process, the USCIS requires a review by the entertainment trade union which represents your position here in the U.S. (e.g. if you are a Writer, you must consult the Writers Guild of America). While the ultimate decision lies with the USCIS, vetting by the Unions and Guilds is a required part of the application process and aids the USCIS in determining the eligibility and validity of petitioners. The government does not require that you utilize organized labor as a condition of visa approval.

Once approved, the employer or agent is sent a notice of approval, Form I-797. *Save this form for the visa application process.*

U.S. Citizenship and Immigration Services (USCIS)
(800) 375-5283, www.uscis.gov.

STEP TWO: Apply to the U.S. Department of State for Temporary Worker Visa

Applicants for temporary work visas should apply at the American Embassy or Consulate Office in the region of their place of permanent residence.

Each applicant for a temporary worker visa must pay a non-refundable application fee and submit and/or present:

- Form I-797 - Notice of Approval, sent by USCIS
- Non-Immigrant Visa Application Form DS-156 completed in English and signed. To obtain the form, visit <https://evisaforms.state.gov>.
- Supplemental Non-immigrant Visa Application, Form DS-157. Visit <http://foia.state.gov/forms/visa/dso157.pdf>.
- Valid passport for travel to the U.S. with a validity date at least six months beyond the applicant's intended period of stay.
- One (1) 2x2 inch photograph
- Form DS-158: Contact Information and Work History may also be required. Ask about this when setting up your consular appointment. Visit <http://www.state.gov/documents/organization/12154.pdf>.

- Applicants may also need to show proof of binding ties to a residence outside the United States which they have no intention of abandoning. Your regional U.S. consular office will be able to let you know when you make your appointment.

U.S. Department of State
(202) 663-1225

www.travel.state.gov/visa

APPLICABLE VISA TYPES:

O-1 - for Artists of Extraordinary Achievement (actors, directors, producers, other singular professionals known for their craft). Requirements:

- Lead or starring role in distinguished production
- National or international achievement recognition
- Distinguished reputation of production
- Record of significant commercial success or acclaim
- Recognition by critics, organizations, government, agencies and experts
- High salary compared to others in field

O-2 - Supporting cast and crew (actors, Assistant Directors, crew who are essential or have been attached to O-1 talent)

- Pre-existing, long standing working relationship with O-1
- Have engaged in significant work on production such that participation will be essential to production

B-1 -Business Visitor/consultant visas

L-1 and E Visas - International Transfers for production companies with offices in the U.S.

P-1 - classification applies to individual or team athletes, or members of an entertainment group that are internationally recognized (25,000)

P-2 - classification applies to artists or entertainers who will perform under a reciprocal exchange program

P-3 - classification applies to artists or entertainers who perform under a program that is culturally unique (same as P-1)

P-4 - classification for the spouse and children of **P-1**, **P-2**, and **P-3** visa holders

ALL USCIS FORMS ARE AVAILABLE AT:

<http://uscis.gov/graphics/formsfee/forms/>

ALL STATE DEPARTMENT FORMS ARE AVAILABLE AT:

<http://travel.state.gov/visa/index.html>

There are two ways to bring equipment into the United States:

- **ATA Carnet** - Essentially a passport for your equipment. Over 75 countries are part of the Carnet agreement, which will save you time in entering and exiting the U.S. Upon entry you will need to leave a deposit against the value of the equipment, which is refunded when you leave.

For more information and a list of ATA Carnet

signatory countries, visit the United States Council for International Business website www.uscib.org. Once you have determined that your country is an ATA Carnet agreement country, you will need to get in touch with the National Guaranteeing Association IN YOUR COUNTRY OF ORIGIN. DO NOT APPLY FOR A CARNET IN THE U.S.

- **Temporary Importation Entry (T.I.E.)** - For productions coming from non-ATA Carnet countries, you will need to hire a U.S. Customs Broker, who is licensed by the U.S. Department of the Treasury, to put together a Temporary Importation Entry package. Customs Brokers are the only people who can do this. To find a Customs Broker, visit our list of Production Guides, which lists customs brokers that serve the production industry, visit http://www.nyc.gov/html/film/html/resources/production_guides.shtml.

Every point of entry is managed by the U.S. Customs and Border Protection and the Department of Homeland Security and has an entry point office. The Field Operations Office for all New York City area entry points can be contacted at (646) 733-3100 and is open from 8:00 AM to 4:30 PM EST. Regardless of whether you bring equipment in under ATA Carnet or T.I.E., all entry points will inspect and verify that the equipment is safe by x-ray, personal inspection and other means. Notify them ahead

of time when you will be arriving by calling the field office at (646) 733-3100. Be prepared with an inventory list of the equipment you are bringing into the country. Be patient: thorough inspection is compulsory and can take some time. Your cooperation is required and patience is appreciated.

HELPFUL TIPS

Hiring an immigration lawyer can help you to manage the process. An attorney can simplify the process and can decrease the chance of visa/entry denial and other complications. These professionals know the process back to front and can make filing much easier, especially when there are many people applying for visas.

Setting up a U.S. production company can also make the process easier, as business transfer visas can be easier to obtain than other types of visas. This option may not be beneficial to all productions. Depending on how much production you do in New York City or the United States, it could be a viable option.

FREQUENTLY ASKED QUESTIONS

Q: If I have questions regarding the petitioning process,

who can I call for clarification?

A: Questions about petitioning procedures, qualifications for various classifications, and conditions and limitations on employment should be made by the prospective employer or agent in the United States to the nearest USCIS office.

Q: If I have questions about the visa application process, who can I call for clarification?

A: Questions regarding the visa application process should be made to the American Consular Office in the applicant's country of origin or the office which serves the region.

Q: Does a visa guarantee entry to the United States?

A: Applicants should be aware that a visa does not guarantee entry. The Directorate of Border and Transportation Security in the Department of Homeland Security has the authority to deny admission for any reason.

Q: How long is a temporary work visa valid?

A: The period for which the bearer of a temporary work visa is authorized to remain in the United States is determined by the Directorate of Border and Transportation Security at the port of entry. Consular officials cannot make this determination at the time of application.

Q: Where is the length of visa validity noted?

A: The length of validity of the visa may vary. At the point of entry, Form I-94, Record of Arrival & Departure, will

be given to you and will note the length of stay allowed.

Q: Can I stay in the country past the date of my I-94 validity?

A: Those temporary workers who wish to stay beyond the time indicated on their Form I-94 must contact the United States Citizenship and Immigration Services to request Form I-539, Application to Extend Status (<http://uscis.gov/graphics/formsfee/forms/i-539.htm>). The fee for this application is \$140 US. The decision to grant or deny a request for extension of stay is made solely by the United States Citizenship and Immigration Services.

Q: Can I bring my spouse and children into the United States on a temporary non-immigrant visa?

A: The spouse and unmarried, minor children of an applicant under any of the classifications listed must also be classified as non-immigrants in order to accompany or join the principal applicant. The principal applicant must be able to show that he or she will be able to support his or her family in the United States.

NOTES:



NOTES:





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