



**SET DECORATING APPLICATION FORM**  
**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

I.A.T.S.E. Local 891

International Alliance of Theatrical Stage Employees

I hereby make application for: (check one)

PERMITTEE STATUS

2ND CATEGORY

SISTER LOCAL

Classification/Position(s) applying for: \_\_\_\_\_

Name: (please print)

First

Middle

Last

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

S.I.N. \_\_\_\_-\_\_\_\_-\_\_\_\_ (or Copy of Visa/Landed Immigrant Status Included)

LIST UNION & GUILD AFFILIATIONS IN FULL: \_\_\_\_\_

**CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

I acknowledge I have had an opportunity to read the Personal Information Protection Code and Personal Information Protection Chart (available at [www.iatse.com](http://www.iatse.com) and in hard copy upon request). I hereby give my consent to the collection, use and disclosure of my personal information in the manner and for the purposes outlined therein.

**AGREEMENT TO ABIDE BY THE I.A.T.S.E. LOCAL 891 HIRING POLICIES AND PROCEDURES**

I acknowledge I have had an opportunity to read the I.A.T.S.E. Local 891 Hiring Policies and Procedures. I hereby agree to abide by these policies and procedures in the manner specified and will not accept work within the jurisdiction of I.A.T.S.E. Local 891 without first gaining union authorization by valid work permit and/or record of union dispatch. I understand that Hiring Policies and Procedures are subject to change at the discretion of the Union, but any such changes do not diminish my responsibility to abide by these rules.

**BARGAINING AUTHORIZATION**

In applying for a membership I understand that the Union intends to apply to be certified as my exclusive bargaining agent and to represent me in Collective Bargaining.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_



# SET DECORATING APPLICATION FORM

I.A.T.S.E. Local 891

---

International Alliance of Theatrical Stage Employees

Any intentional misrepresentation of your experience will result in an automatic termination of union status. Only days worked under authorized I.A.T.S.E. 891 union work permits or dispatch shall count towards membership in the Local.

Work experience must be verified by copies of employment records such as, but not limited to, work permits, time sheets, pay stubs, letters of reference, etc.

If you have previously applied to this department, please highlight any recently acquired work experience on this application form and on your resume.

**FILM & TELEVISION EXPERIENCE:**

Production Title \_\_\_\_\_ Date(s) \_\_\_\_\_

Feature, Television, Video or Commercial? \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reference name and phone number: \_\_\_\_\_

Production Title \_\_\_\_\_ Date(s) \_\_\_\_\_

Feature, Television, Video or Commercial? \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reference name and phone number: \_\_\_\_\_

Production Title \_\_\_\_\_ Date(s) \_\_\_\_\_

Feature, Television, Video or Commercial? \_\_\_\_\_

Position/Duties \_\_\_\_\_

Reference name and phone number: \_\_\_\_\_

RELATED EXPERIENCE/SPECIAL SKILLS: \_\_\_\_\_

EDUCATION/TRAINING/CERTIFICATES/LICENSES (Include copies): \_\_\_\_\_



## SET DECORATING APPLICATION QUALIFICATIONS

IATSE Local 891

International Alliance of Theatrical Stage Employees

### SET DECORATING DEPARTMENT QUALIFICATIONS

#### Mandatory Requirements:

- Must have Grade 12 diploma or equivalency papers.
- Minimum of thirty (30) days of film experience.
- Sit and pass the Set Decorating Department Entrance Exam with a minimum score of 70%.

#### Must Provide Proof of a minimum of two (2) of the following:

- Employment on ten (10) commercials or more with a minimum of at least 50 days in a capacity related to Set Decoration.
- Two hundred (200) days volunteer work in an area related to Set Decoration.
- Two (2) years of work experience in areas compatible with the needs of Set Decoration i.e. florist, draper, carpenter, painter, upholsterer, warehouseman, stills photographer, and computers.
- Graduation from an Entry Level Craft Training (ELCT) Set Dresser program that is recognized by IATSE Local 891. – **This course is no longer available thru Capilano University**

#### Mandatory Certificates required:

Photocopies of all of these certificates must be provided at the time of application.

- Film Industry Orientation Course
- Valid driver's licence
- Valid WHMIS Certificate

Falsification of qualifications, documentation or work records will result in the applicant being denied admittance and struck from the roster.



## SET DECORATING APPLICATION QUALIFICATIONS

IATSE Local 891

International Alliance of Theatrical Stage Employees

### Required tools and equipment:

Items marked with \* are to be carried on Assistant Dresser calls.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Pencil*                      | <input type="checkbox"/> Notebook*                               | <input type="checkbox"/> Hammer – 16 oz.      |
| <input type="checkbox"/> Sidecutters (cutting pliers) | <input type="checkbox"/> 16' measuring tape imperial/metric*     | <input type="checkbox"/> Pliers (needle nose) |
| <input type="checkbox"/> 2 crescent wrenches          | <input type="checkbox"/> Vice grips                              | <input type="checkbox"/> Pliers (snub nose)   |
| <input type="checkbox"/> Handsaw                      | <input type="checkbox"/> Mat or utility knife*                   | <input type="checkbox"/> Scissors             |
| <input type="checkbox"/> Hard hat/back strap*         | <input type="checkbox"/> CSA steel toed boots*                   | <input type="checkbox"/> Work gloves*         |
| <input type="checkbox"/> Scale rule (architects Imp)  | <input type="checkbox"/> Multi-driver* or multiple screw drivers | <input type="checkbox"/> Industrial stapler   |
| <input type="checkbox"/> Retractable razor scraper    | <input type="checkbox"/> Cordless drill/driver bits              | <input type="checkbox"/> Rain gear*           |
| <input type="checkbox"/> Combo square                 | <input type="checkbox"/> Markers, incl Sharpies                  | <input type="checkbox"/> CSA rubber boots*    |
| <input type="checkbox"/> Small level                  | <input type="checkbox"/> 12" Ruler                               | <input type="checkbox"/> Hack saw             |
| <input type="checkbox"/> Tool belt or tool box        | <input type="checkbox"/> Paint scraper                           | <input type="checkbox"/> Drill index          |
| <input type="checkbox"/> 35mm camera                  | <input type="checkbox"/> Pocket calculator                       | <input type="checkbox"/> Magnet               |
| <input type="checkbox"/> Flashlight                   | <input type="checkbox"/> Sm prybar (wonderbar or catspaw)        |   |

You will be notified as soon as your application has been reviewed and all qualified applicants will be contacted for an interview. If you have been accepted to the Set Dec Department, you will be sent a letter of confirmation.

**Read all departmental application information before mailing. A \$75.00 Non-refundable processing fee (no personal cheques) must accompany this application together with required documentation verifying your work history, training, etc. (Note: 2<sup>nd</sup> category and Sister Local Applicants are not required to pay the \$75.00 processing fee.)**

**Ensure you have included a recent resume, a SASE and letters of reference. Completed applications may be mailed or dropped off in person at the IATSE Local 891 Union Office.**



### Entry Evaluation Exam

- All applications to the Set Decorating Department, as a Permittee, 2nd Category Member or Sister Local Member, will be processed as “Assistant Set Dressers”. An Entry Evaluation Exam, requiring a 70% (B) Pass, will be administered before an application is passed on to the Department. A Waiting Period of not less than 6 months will be imposed before an Applicant may write the Exam for a second time.
- All Set Dressers are expected to have a rudimentary knowledge of the following Skills. The Entry Evaluation Exam may contain questions on any or all of them. Please take the time to re-familiarize yourself with these Skills before attempting the Evaluation. A Reading List is provided to aid you in your review, as well as a Practice Quiz.

### Set Dresser Skills

- Drapery & Curtain Installation
- Blind Installation
- Pipe, Plumbing & Electrical Installation (non-practical)
- safe Furniture/Object moving
- Packing Techniques for a variety of objects
- Graphics, Drawing, Drafting
- Sewing, Upholstery, Fabric Care
- Woodworking, Construction Techniques
- Floral Arranging, Plants
- Hand & Power Hand Tool operation
- Furniture Styles & Repair
- Carpets, Artwork
- extensive knowledge of Hardware
- Adhesives, Glues, Tapes
- Fibre Rope & Knots
- Wire Rope & Rigging
- all aspects of Film such as: Scripts, Breakdowns, OnSet Procedures
- all safety aspects: Ladders, Lifting, Protocol, etc.
- acute Power of Observation & attention to Visual Detail

### Reading List

- This list is provided as a Guide; it is by no means definitive. These are the books that we feel hold the most concise information on each subject. If you find yourself weak in certain areas, you may need to find additional resources. Internet searches can be an invaluable tool. Again, **do not** attempt the Evaluation Exam without spending a significant amount of time in reviewing the above topics.



Although you may find the whole book useful, we have listed the topics each contain that are of the most interest and use to Set Decorating.

- **Operating Cinematography**
  - William E. Hines
  - Ed-Venture Films/Books
  - ISBN: 0-935873-01-5
  - Types of Shots, Definitions, Shooting Ratio, Duties of the Camera Department*
- **Grammar of the Shot**
  - Roy Thompson
  - Focal Press
  - ISBN: 0-240-51398-3
  - Types of Shots, Definitions, Shooting Ratio*
- **Woodworking Safety Handbook**
  - Roland Thompson
  - Thompson's Safety Handbooks
  - ISBN: 0-9699471-0-0
  - Personal Protective Equipment, Hand Tools, Powered Hand Tools*
- **The Glue Book**
  - William Tandy Young
  - The Taunton Press, 1998
  - ISBN: 1-56158-222-0
  - Type of Glues and the Safe Techniques for best results using them*
- **The Flower Arranging Expert**
  - Dr. D.G. Hessayon
  - Expert Books
  - ISBN: 0-903505-41-X
  - Mechanics & Equipment, Styles, Proportion, Texture, Colour*
- **The Reader's Digest Complete Guide to Sewing**
  - Reader's Digest Association (Canada)
  - ISBN: 0-88850-247-8
  - Fabric Terminology, Hand sewing, Basic Sewing Machine Operation, Tools & Supplies*
- **A to Z Guide to Film Production Terms**
  - Tim Moshansky
  - First Wave Publishing
  - ISBN: 0968070205
  - Film Terminology local to Vancouver*
- **The Encyclopedia of Window Fashions**
  - Charles T. Randall
  - Randall International
  - ISBN: 0-9624736-2-6
  - Window Coverings: Styles, Features, Terminology, Installation*
- **Backstage Handbook, third edition**
  - Paul Carter
  - Broadway Press
  - ISBN: 0-911747-29-X
  - Handtools, Hand Powertools, Hardware, Adhesives, Solvents, Flats, Construction Techniques, Window types, Architecture*
- **Handbook for Riggers**
  - W.G. Newberry
  - Newberry Investments Co., Ltd
  - ISBN: 0-9690154-1-0
  - Handsignals, Wire Rope Information (Basic) Aircraft cable, Wire rope clips & connectors, Knots & Rope*



- **The Grip Book**
  - Michael G. Uva/Sabrina Uva
  - Focal Press
  - ISBN: 0-240-80315-9
  - Commonly used OnSet Equipment, Knots, Terminology*
- **The Upholsterer's Pocket Reference Book**
  - David James
  - Guild of Master Craftsman's Publications
  - ISBN: 0-946819-71-8
  - Basic Upholstery Techniques, Tools, Cushion styles, Working with Fabric*
- **The Complete Illustrated Guide to Everything Sold in Hardware Stores**
  - Steve Ettlinger
  - Macmillan Press
  - ISBN: 0-02-862575-7
  - Handtools, Power Handtools, General Hardware, Safety Equipment, General materials, Plumbing*
- **Rope Works**
  - Gerald L. Findley
  - Morris Publishing
  - ISBN: 09727972-0-3
  - www.northnet.org/ropeworks
  - Knots: Square, Bowline, Sheepshank, Sheetbend, Clove Hitch, Half-Hitch*
- **Guide to Hand Tools**
  - Hand Tool Institute
  - www.hti.org
  - Proper Use of Handtools*
- **Designer Drafting for the Entertainment World**
  - Patricia Woodbridge
  - Focal Press
  - ISBN: 0240804244
  - How to read a scale, Dimensioning, How to interpret plans and drawings*

### Online Resources:

- [www.ehow.com](http://www.ehow.com)
  - A 'How-To' site with thousands of "Clear Instructions on How To Do (just about) Everything"
- [www.bobvila.com](http://www.bobvila.com)
  - another good 'How-To' site, although more geared to Homeowners
- [www.worksafebc.com](http://www.worksafebc.com)
  - this is the WCB site. It contains the Occupational Health & Safety regulations in effect in this province as well as very good general safety information
- [www.mayflower.com/pers/packtips.htm](http://www.mayflower.com/pers/packtips.htm)
  - Packing and Loading information
- [www.atlasworldgroup.com/home-moving/](http://www.atlasworldgroup.com/home-moving/)
  - Packing and Loading information
- [www.relocatecanada.com/packing.html](http://www.relocatecanada.com/packing.html)
  - Packing and Loading information



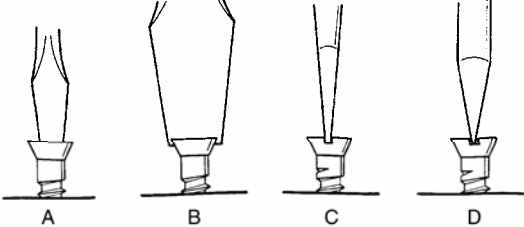
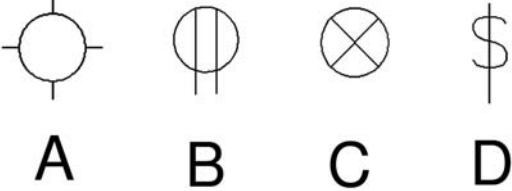
### Also of Interest:

- **The Reader's Digest New Fix-It Yourself Manual**
  - Reader's Digest Association
  - ISBN: 0895778718
  - note: older versions have different ISBN
  - great reference for how to do minor repairs to household problems, items*
- **The Reader's Digest Skills & Tools**
  - Reader's Digest Association
  - ISBN: 0895774680
  - note: older versions have different ISBN, but are also good
  - great reference for the Use of Hand tools and Power Hand tools*
- **Miller's Publications**
  - <http://www.mitchell-beazley.co.uk/mbeazley/miller/miller.htm>
  - a complete series of books on Antiques; great source for Furniture Information*

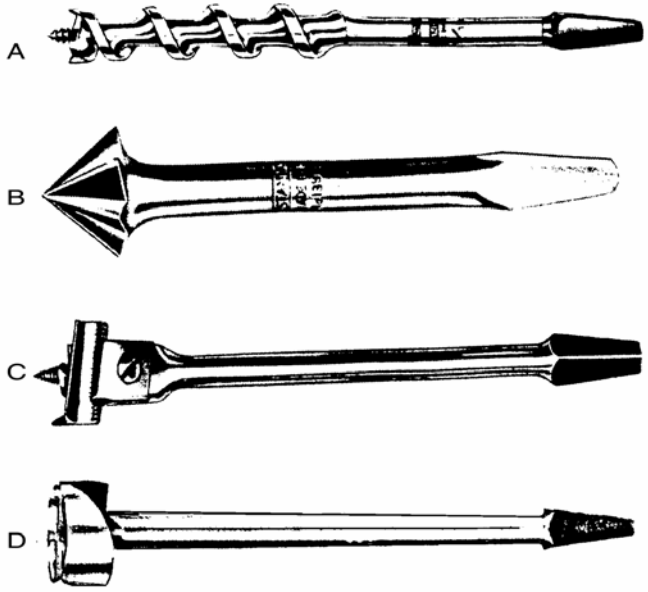
Set Decorating Department – Practice Quiz

This Practice Quiz is to give you an idea of the type of questions to expect. Questions on this Quiz may or may not appear on the real one, which is substantially longer.

Choose the ONE MOST appropriate answer to each question.

1	The purpose of "Breakdown" on set décor is to:	<ul style="list-style-type: none"> <li>a) change it's colour</li> <li>b) adjust the size</li> <li>c) make the item appear used</li> <li>d) disassemble the item</li> </ul>	
2	Which expression is the PA's cue to secure the perimeter of the set?	<ul style="list-style-type: none"> <li>a) Stand by for picture</li> <li>b) Lock it up</li> <li>c) Picture up</li> <li>d) Final touches</li> </ul>	
3	Which picture depicts the best fit for a slot screw?		
4	Café rods should be attached to the _____ of a window:	<ul style="list-style-type: none"> <li>a) apron</li> <li>b) mutton</li> <li>c) cornice</li> <li>d) casing</li> </ul>	
5	Artwork should be lifted by:	<ul style="list-style-type: none"> <li>a) the hooks</li> <li>b) the sides of the frame</li> <li>c) the wire</li> <li>d) the cardboard corners</li> </ul>	
6	Which of these symbols represents a wall outlet on a floorplan?		

Set Decorating Department – Practice Quiz

7	To hang a heavy object on a studio flat, you must use:	<ul style="list-style-type: none"> <li>a) anchors</li> <li>b) glue block</li> <li>c) contact cement</li> <li>d) #10 woodscrews</li> </ul>	
8	Boxes should be labeled by:	<ul style="list-style-type: none"> <li>a) printing directly on top of box</li> <li>b) attaching a label on top of box</li> <li>c) attaching a label on the side</li> <li>d) printing directly on the side</li> </ul>	
9	To prevent injury, you should lift using your:	<ul style="list-style-type: none"> <li>a) lower back</li> <li>b) abdomen</li> <li>c) upper arms</li> <li>d) legs</li> </ul>	
10	Cyanoacrylate adhesive is otherwise known as:	<ul style="list-style-type: none"> <li>a) carpenter's glue</li> <li>b) crazy glue</li> <li>c) contact cement</li> <li>d) liquid nails</li> </ul>	
11	Which depicts an auger bit?		
12	What is a bowline?	<ul style="list-style-type: none"> <li>a) a piece of china</li> <li>b) a type of knot</li> <li>c) a style of lamp</li> <li>d) a length of nylon</li> </ul>	



## APPLICATION INFORMATION

IATSE Local 891

---

International Alliance of Theatrical Stage Employees

### **HIRING POLICIES, PROCEDURES AND GENERAL INFORMATION**

**Pertaining to the Dispatch and Hiring of Non-891 Members**

#### I.A.T.S.E. 891 OFFICE HOURS

(604) 664 - 8910

Monday - Friday 9:00 am - 5:00 pm

Saturday - Closed

Sunday - Closed

#### DISPATCH HOURS

(604) 664 - 8916

Monday - Friday 7:00 am - 10:30 pm

Saturday 8:30 am - 8:30 pm

Sunday 10:00 am - 10:00 pm

1. Dispatchers usually fill the majority of next day calls in the evening, and ASAP calls are filled the same day. Unfortunately there is not always a lot of notice, so always be ready to go to work. You may want to get a cell phone to ensure we can reach you anytime during Dispatch hours.
2. Your name, phone numbers, and approved classifications will be added to the Permittee Auxiliary Roster used by the IATSE Local 891 Dispatch office. If you move or change your phone number, you must let the Dispatch Office know this in order to receive calls to work.
3. If your address or phone numbers change and you fail to notify us, your name will be removed from the Permittee Auxiliary Roster after 3 months. If you fail to provide the union with a new contact number within 12 month, you will be required to re-apply to the Department, costing you another \$75.00 administrative processing fee.
4. From time to time the Union Office will need to send you information, so please be sure to keep us informed of your correct mailing address. Please call IATSE Local 891 Reception at (604) 664-8910 during regular business hours and advise us of any address or email address changes.
5. It is essential that you keep our Dispatch Office informed regarding your availability. Once you have been dispatched to a show, Dispatch will list you as working and unavailable. When your work is finished, you must call Dispatch and state that you are again available for work. If you fail to notify Dispatch, you will continue to be listed as unavailable. Dispatch won't call unless you have made yourself available.
6. When calling Dispatch in regards to your availability, please remember that Dispatchers are busy and likely have other calls waiting. It is important that you keep your calls short and to the point. All the Dispatcher needs to know is your first and last name, your department, your phone number, and whether or not you are available for work. Please limit your Dispatch conversations and messages to provide this basic information and remember to speak clearly.
7. If you go out of town, or are unavailable for work for any reason, we ask that you remember to let Dispatch know. Dispatchers do not have time to spend trying to contact people who are not available or who are currently working elsewhere.
8. Please remember that union work permits and union dispatches are only valid for continuous days of work. Non-members of IATSE Local 891 may not be called back to work after a break in employment without first securing a new work permit. In order to return to work after a company lay-off, the company must request a permit, or you must be re-dispatched from the hall. Any days worked without union authorization will not qualify for membership.

Moving Picture Technicians, Artists and Allied Crafts  
of the United States, its Territories and Canada • British Columbia & Yukon  
1640 Boundary Rd • Burnaby, BC • V5K 4V4 • Canada • 604-664-8910 (p) • 604-298-3456 (f) • www.iatse.com

9. Any non-891 member found working without a valid work permit or record of dispatch will be removed from the job and risk suspension of their permittee status. Days worked as a non-permitted worker will not count towards membership requirement in IATSE Local 891. If you receive a call and/or call-back to work by anyone other than an 891 Dispatcher, you must inform the union by contacting the Senior Steward's Assistant (604-664-8920) to confirm that a valid work permit has been issued for your employment. If no work permit has been authorized, you may not accept the call, and will be referred to the Senior Steward.
10. If for any reason you are unable to show up on time for a call that you have been dispatched to, you must notify both the production office and the Dispatch Office immediately. If no one answers the phone, you must leave a message. There are serious consequences for being a "no-show" without an acceptable explanation.
11. When you arrive for work on a new production, the Production Company will ask you to complete a Start-up package. Complete it promptly and be sure to submit a timesheet to your Head of Department at the end of each week. If you don't receive your cheque within a week after pay day, call the Production Company. If this doesn't work, call the Steward's Assistant at (604) 664-8920.
12. You have been granted work classifications based on the information you provided on your original application. If you desire additional or different classifications, you must apply in writing to the department. Our Departmental Coordinator can answer your questions regarding classification upgrades and can be reached at (604) 664-8923, Monday to Friday between 7:00 am – 3:00 pm.
13. The basic membership requirements to join IATSE Local 891 are 90 days worked as a Permittee in a single department. If you have accumulated 90 days under an IATSE Local 891 approved work permit, but do not have Permittee status with a Department, you must also provide proof of having met the departmental Permittee qualifications at the time you make application for membership.
14. When you have met the minimum 90 day membership requirement, we strongly recommend that you contact our Membership Coordinator prior to submitting your application. All applicants must submit a complete Membership application (available at the Union Hall) together with an updated resume and proof of days worked under permit. You may contact our Membership Coordinator at (604) 664-8919, Monday to Friday between 7:00 am – 3:00 pm. She is available to answer your questions about becoming a member of IATSE Local 891 and to advise you of any specific departmental membership requirements such as, trade tests, interviews, required licenses and certificates.
15. Last but not least, **WORK SAFE**. If you become injured on the job it is imperative that you immediately report the incident to First Aid. Without proper documentation at the time of the injury, any claim to Worksafe BC (WCB) may become problematic. [www.shape.bc.ca](http://www.shape.bc.ca) is an excellent resource for film industry workers. We also encourage you to visit the Local 891 website at [www.iatse.com](http://www.iatse.com) for more information.

**Please retain this sheet for your records**



## **Permittee, 2<sup>nd</sup> Category & Sister Local Status**

**It is important that you read all of the attached information prior to submitting an application. If you have any questions, please call (604) 664-8910 and speak to our Receptionist.**

- If you are applying to more than one department, you must make a separate application to each department.
- IATSE Local 891 represents professional film technicians. Applicants not possessing professional qualifications and experience will not be considered.
- There is a \$75.00 non-refundable administrative processing fee for each Permittee application.
- No processing fees are required for 2<sup>nd</sup> Category or Sister Local applications.
- Permittee, 2<sup>nd</sup> Category and Sister Local applications can take up to 4 months to process.
- Please do not telephone to inquire regarding the status of your application. You will receive written notification once your application has been reviewed.

### **Permittee Applications:**

Permittee status is the first step you need to take to become a Union member. Once you have worked a total of 90 days as a Permittee in one department, you are eligible to apply for Union membership. A Permittee may be dispatched to work only when there are no qualified members available to fill the job position.

Each application must include:

- A current resume detailing work experience, exact days worked, supervisors, etc.
- A completed application form.
- All documents specified by the Department in the application information package.
- A self-addressed envelope, including postage. (SASE)
- \$75.00 non-refundable administrative fee. Pay in person by Interac, Visa, cash or money order. Mailed applications must include a \$75.00 money order. No personal cheques will be accepted.

If submitting your application by mail, **DO NOT SEND CASH**. Only money orders will be accepted with mailed applications.

Be sure to clearly indicate how you meet the qualifications shown. Incomplete information will not be accepted or approved.

## 2<sup>ND</sup> Category Applications:

Only current members in good standing of IATSE Local 891 may apply for 2<sup>nd</sup> Category Department Status. Members are not limited to the number of 2<sup>nd</sup> category departments they may belong to.

Each application must include:

- A resume detailing work experience, exact days worked, supervisors, etc.
  - A completed application form.
  - All documents specified by the department in the application information package
- [\$75.00 administrative processing fee and self addressed stamped envelope not required.]***

## Sister Local Applications:

Only current members in good standing of Sister IATSE Locals may apply for Sister Local Status.

Each application must include:

- A resume detailing work experience, exact days worked, supervisors, etc.
  - All documents specified by the department in the application information package.
- [\$75.00 administrative processing fee and self addressed stamped envelope not required]***
- A copy of your IATSE membership card, [front and back].
  - A letter of good standing from your home local, confirming that you have paid your home local dues for the current year.

Each application must include:

- A completed application form.
- The attached sheets with your qualifications checked off.
- A resume (specify dates, number of days worked, job duties, supervisors).
- Photocopies of educational certificate(s).
- A self-addressed envelope\* that must include current postage.
- \$75.00 administrative processing fee\* that is non-refundable. No cheques accepted.

\*Processing fee & SASE are not required by 2nd Category or Sister Local applicants.

**Please retain this sheet for your records.**