

# Letters of Notification

*Productions are responsible for communicating with businesses and residents in and around the filming, base camp and crew parking locations. Letters of notification are the primary source of information for businesses and residents and are required for all permitted filming activities in the City of Albuquerque.*

*The AFO recommends that letters of notification be distributed to surrounding home and/or businesses even if a film permit is not required.*

- Use only the Letter of Notification template found on our website [www.filmABQ.com/permits](http://www.filmABQ.com/permits).
- Letters must be approved by AFO prior to distribution.
- Letters must be delivered to each business and/or resident within a 200' radius of the permitted location. The area to be notified may be larger if SPFX, extraordinary lighting/noise, etc. are part of the filming activities. Work with AFO to determine notification area if the latter is the case.
- Letters must be distributed at least 48 hours in advance of filming.
- The production must maintain a list of all addresses notified (**notification record**) and next to each address should be a business/resident signature or a "left notice" indication.
- The notification record must be turned in to the AFO at least 24 hours in advance of filming activities (including any prep work).
- The notification record is required in order to receive a film permit.
- The AFO will forward the affected City Councilors and Neighborhood Associations a copy of your Letter of Notification.
- Every letter of notification distributed to a resident or business must include a link to the Filming Guidelines and Code of Conduct for Cast and Crew.