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GREEN CARD THROUGH MARRIAGE

Information and Application Guide

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Electronic Version (e-book)

www.usimmigrationsupport.org

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IMMIGRATION FORMS INCLUDED:

- **Form G-325A** Biographic Information
- **Form I-130** Petition for Alien Relative
- **Form I-131** Application for Travel Document
- **Form I-485** Application to Register Permanent Residence or to Adjust Status
- **Form I-485A** Supplement A
- **Form I-693** Medical Examination of Alien Seeking Adjustment of Status
- **Form I-751** Petition to Remove Conditions of Residence
- **Form I-765** Application for Employment Authorization
- **Form I-864** Affidavit of Support Under Section 213A
- **Form M-603** New Photo Requirements

Important:

- You may not need to submit all of the forms listed above. Only submit the application forms that apply to your case.
- You may not need to print this entire PDF file. You have the option of printing only the pages that you need (such as application forms). Refer to Appendix 8 for PDF printing instructions.
- Some application forms have an expiration date. Usually the USCIS issues a new version of each form before the expiration date, but occasionally the USCIS does not issue a new version before the form expires. On these rare cases, the immigration form continues to be valid until the new version is issued. However, not all expired application forms are valid and can be submitted. Expired forms can only be submitted when a new version has not yet been published.

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1.0 MARRIAGE INSIDE THE U.S.

The U.S. citizen must submit a visa petition to the appropriate USCIS Office to prove that the marriage is bona fide, that is, entered into for love rather than simply for the foreign-born spouse to obtain a green card.

The visa petition includes the following items:

- I-130 Petition for Alien Relative
- G-325A Biographic Data Form - U.S. Citizen
- G-325A Biographic Data Form - Alien Spouse
- I-485 Application to Register Permanent Residence or Adjust Status
- I-765 Application for Employment Authorization
- I-864 Affidavit of Support under Section 213A of the Act
- I-131 Application for Travel Document
- I-693 Medical Examinations of Aliens Seeking Adjustment of Status
- The appropriate supporting documents
- The appropriate USCIS filing fees

The USCIS will accept the applications, cash or money orders, and schedule an interview somewhere between nine months and 26 months.

If the wait for the interview exceeds 90 days, chances are that the work card and the travel permit will be issued in a matter of weeks or months.

2.0 MARRIAGE OUTSIDE THE U.S.

The process is roughly the same except that the foreign-born spouse usually must remain in his or her country until he or she obtains a green card.

The process begins when the citizen spouse submits a visa petition to either the USCIS office, which has jurisdiction over his residence or directly to the U.S. Embassy or Consulate in the country where the foreign-born spouse resides.

The citizen spouse must attach the same items with the visa petition which are listed in Section 1.

Once the visa petition is approved, the foreign-born spouse will receive a packet from the National Visa Center (NVC) which includes the requirements that the foreign-born spouse must meet and what documents must be presented at the immigrant visa interview abroad (e.g., passport, police clearances, results of medical examinations, etc.). Usually, the foreign-born spouse is interviewed and granted an immigrant visa within three to six months. The State Department charges a fee for an immigrant visa.

Sometimes, in order to avoid a lengthy separation, the spouses return to the United States after the marriage and proceed to file the necessary applications once they are both in the U.S. However, it is not uncommon for the USCIS to stop the foreign-born spouse at the border and exclude him or her from the U.S. as an intending immigrant. It is important to notice that e.g. a spouse entering the United States under the Visa Waiver Program cannot change status in the United States. However, if the foreign-born spouse is able to enter the United States on a visa that allows him or her to change status, the USCIS will not deny his or her application for a green card.

3.0 STEP BY STEP INSTRUCTIONS

Step 1:

1. The U.S. citizen completes and signs the following USCIS Forms:
 - Form I-130 - Petition for Alien Relative
 - Form G-325A - Biographic Information
 - Form I-864 - Affidavit of Support
2. The alien spouse Completes and Signs the following USCIS forms:
 - Form I-485 - Application to Register Permanent Residence or Adjust Status
 - Form I-765 - Application for Employment Authorization
 - Form G-325A - Biographic Information
 - Form I-131 - Application for Travel Document – Optional
 - Form I-693 - Medical Examinations of Aliens Seeking Adjustment of Status
3. Gather the documents on the page titled “Required Document Checklist”.
4. Make money orders payable to “**Department of Homeland Security**”.
5. Make a complete photocopy of every form and document that you send to the USCIS for your own records. Do not send original documents to the USCIS (e.g. your passport, I-94, marriage certificate, etc.).
6. Send the package certified return receipt via the U.S. Postal Service or hand deliver to the appropriate USCIS State Office that services the state that the U.S. citizen resides in (see attached address list). Be sure to get a receipt if you hand deliver the package.

Step 2:

1. The USCIS will contact you within 90 days regarding your work authorization card. Depending on the office, they will either mail it to you or have you pick it up in person.
2. You will also hear from the USCIS within about 120 days (depending on the state office and how backed up they are) regarding your advance parole application (Form I-131). This will give you permission to re-enter the U.S. if you travel abroad.
3. Next, you will receive an interview date from the USCIS office. The interview date will be anywhere from 3 months to 18 months in the future. The USCIS may request you to bring additional documentation to the interview.

At the interview, you are to present the forms and documents the USCIS has requested, if any. They will ask you some basic questions (see interview question sheet) and place the alien spouse in Conditional Permanent Residence Status. The alien spouse will remain in this conditional status for 2 years. Within 90 days of the end of the 2-year period, the spouse may file to have the conditional status removed, provided you are still married. Use Form I-751 (included). When this is approved (1 - 3 months) the alien will be a Permanent Resident of the United States.

4.0 CHECKLIST FOR THE APPLICATION

	Check Here
1. Form I-130 Petition for Alien Relative Completed & Signed by Petitioner (U.S. Citizen)	_____
2. Form I-485 Application to Register Permanent Residence or Adjust Status Completed & Signed by Beneficiary (Alien)	_____
3. Form I-765 Application for Employment Authorization Completed & Signed by Beneficiary (Alien)	_____
4. Form G-325A Biographic Information Completed & Signed by Beneficiary (Alien)	_____
5. Form G-325A Biographic Information Completed & Signed by Petitioner (U.S. Citizen)	_____
6. Form I-131 - Application for Travel Document Completed & Signed by Beneficiary (Alien) (Optional)	_____
7. Form I-864 - Affidavit of Support Completed and Signed by Petitioner (U.S. Citizen), Notarized	_____
8. Four color photograph of Petitioner (U.S. Citizen) See instructions and attached Color Photograph Specifications	_____
9. Eight color photographs of Beneficiary (Alien) See instructions and attached Color Photograph Specifications.	_____
10. Copy of Birth Certificates for Petitioner and Beneficiary	_____
11. Copy of Beneficiary's Passport and Form I-94 (Arrival Record)	_____
12. Copies of Birth Certificates for all children of Petitioner and Beneficiary	_____
13. Copy of Marriage Registration from the Civil Authorities	_____
14. Letter from Petitioner's employer	_____
15. Letter from Petitioner's bank	_____
16. Copies of Petitioners Federal Income Tax returns for past three years	_____

5.0 FORMS COMPLETED BY THE U.S. CITIZEN

5.1 Sample cover letter to the USCIS

John Smith
123 Main Street
Phoenix, AZ 85003

U.S. Citizenship and Immigration Services
Federal Building
2035 North Central Avenue
Phoenix, AZ 85004

Petitioner: John Smith
Beneficiary: Diane Smith

Dear Sir or Madam,

Please accept this application for permanent residence by marriage to a U.S. citizen.

Enclosed is the following:

- Form I-130
- Form I-485
- Form I- 765
- Form I-131
- Form I-864 - Affidavit of Support
- Form G-325 - U.S. Citizen
- Form G-325 - Alien Spouse

All required supporting documents are enclosed as well.

Please send all correspondence to the address above.

Thank you,

John Smith

John Smith

5.2 Form I-130 Petition for Alien Relative

5.2.1 Filing instructions

- The purpose of Form I-130 is to establish the relationship to the fiancé
- Both U.S. citizens and lawful permanent residents can use Form I-130
- Be sure to answer all questions and not leave any questions blank
- If the answer to a question is “none”, then type or write “none” or “N/A”
- If you need more space to answer an item, attach an additional sheet(s) and write your Alien Registration Number (A#), name, and item you are elaborating on
- Any foreign documents must be translated to English and the translator must certify that he or she is competent to translate foreign documents into English
- Make sure the application is signed. If it is not signed, it will be returned and a delay in the application process will occur
- A photocopy of the application form is not acceptable
- U.S. citizens must be able to show proof of either:
 - Birth certificate (copy)
 - Naturalization certificate (copy)
 - Form FS-240 (copy)
 - Unexpired passport (copy)
 - An original statement from a U.S. embassy or consulate verifying your citizenship
- Permanent residents must be able to show proof of:
 - A copy of the front and back of the permanent resident card
 - If the card is not received, include a copy of your passport's:
 - Biographic page
 - The page showing admission as a permanent resident
 - Other evidence issued by the USCIS verifying your status
- Include the following documents to prove that the marriage is valid:
 - Copy of marriage certificate
 - Copies of any previous divorce documents
 - A passport style photo of the applicant
 - A passport style photo of the spouse
 - Include a complete Form G-325A for the applicant
 - Include a complete Form G-325A for the spouse
- Include one or several of the following documents to prove your relationship:
 - Joint ownership of property
 - Lease of joint tenancy
 - Joint bank statements
 - Birth certificated of any children by the couple
 - Sworn affidavit from third party
 - Other relevant information

5.2.2 Filing fees

- The filing fee is \$355
- Check or money order are the only accepted method of payments and must be drawn from bank located in the United States
- The total fee can be included on the same check or money order
- The filing fee must be included with the application
- Note that fees must be submitted in the exact amount as fees cannot be refunded
- Do not mail cash as it is not accepted as a method of payment
- Make the check or money order payable to:

Department of Homeland Security

- Individuals living in Guam should write “**Treasurer, Guam**” on the check or money order.
- Individuals living in the United States Virgin Islands should write “**Commissioner of Finance of the Virgin Islands**” on the check or money order
- All checks and money orders must be in U.S. dollars and come from a bank or financial institution in the United States
- You may call 1-800-375-5283 to verify the fees listed on the form

5.2.3 Where to submit the application

- The application is filed with the USCIS Service Center with jurisdiction over your place of residence
- Note that if Form I-130 and Form I-485 is filed together, both forms should be filed with the local USCIS office where the Form I-485 applicant is residing
- If you live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, U.S. Virgin Islands, Virginia or West Virginia, mail the petition to:

USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

- If you live in Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, mail the petition to:

USCIS Nebraska Service Center
P.O. Box 87130
Lincoln, NE 68501-7130

- If you live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail the petition to:

USCIS Texas Service Center
P.O. Box 850919
Mesquite, TX 75185-0919

- If you live in Arizona, California, Guam, Hawaii or Nevada, mail the petition to:

USCIS California Service Center
P.O. Box 10130
Laguna Niguel, CA 92607-0130

- For overnight delivery service or other types of express mail service, mail the petition to the following address:

U.S. Citizenship and Immigration Services
Attn: FBASI
427 S. LaSalle – 3rd Floor
Chicago, IL 60605-1098

- Applications filed from Canada:

- U.S. citizens residing in Canada, contact the nearest U.S. embassy or consulate. Refer to Appendix 1.
- U.S. citizens living in Canada should mail the application to:
USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001
USA
- Applicants filing from any other country should contact the nearest U.S. embassy or consulate. Refer to Appendix 1.

5.2.4 After mailing the application

- You will be notified with the time and place for the interview
- If you are married for less than two years, both the U.S. citizen and spouse must file Form I-751 during the 90 day period before the second anniversary of date that the spouse was granted conditional residence status

5.3 Form G-325A Biographic Information

- Include a complete Form G-325A for the U.S. citizen. Except for the name and signature, it is not necessary to repeat on the Form G-325A the information given on your Form I-130 petition.
- Include a complete Form G-325A for the spouse
- Remember to sign the forms

5.4 Form I-864 Affidavit of Support

- Form I-864 consists of nine parts
- Only the U.S. citizen should complete Form I-864
- The Signature must be witnessed by a Notary Public and notarized
- All the information provided in the Affidavit of Support must be subject to verification including assets, financial statements, taxes and social security

6.0 FORMS COMPLETED BY THE ALIEN SPOUSE

6.1 Form I-485 Application to Register Permanent Residence or Adjust Status

6.1.1 Filing instructions

- The purpose of Form I-485 is to adjust to resident permanent status or register for permanent status
- The applicant must be in the United States
- A fiance(e) that entered the United States on a K-1 visa and married the U.S. citizen within 90 days of date of entry may file for a change of status
- Be sure to answer all questions and not leave any questions blank
- If the answer to a question is “none”, then type or write “none” or “N/A”
- If you need more space to answer an item, attach an additional sheet(s) and write your Alien Registration Number (A#), name, and item you are elaborating on
- Any foreign documents must be translated to English and the translator must certify that he or she is competent to translate foreign documents into English
- Make sure the application is signed. If it is not signed, it will be returned and a delay in the application process will occur
- A photocopy of the application form is not acceptable
- It is strongly recommended to **not** travel outside the United States while your application is being processed as this may cause a 3 or 10 year ban to re-enter the United States again

6.1.2 Filing fee

- You may call 1-800-375-5283 to verify the fees listed on the form
- Check or money order are the only accepted method of payments and must be drawn from bank located in the United States
- The total fee can be included on the same check or money order
- The filing fee must be included with the application
- Note that fees must be submitted in the exact amount as fees cannot be refunded
- Do not mail cash as it is not accepted as a method of payment
- Make the check or money order payable to:

Department of Homeland Security

- Individuals living in Guam should write “**Treasurer, Guam**” on the check or money order.
- Individuals living in the United States Virgin Islands should write “**Commissioner of Finance of the Virgin Islands**” on the check or money order
- All checks and money orders must be in U.S. dollars and come from a bank or financial institution in the United States

6.1.3 Where to submit the application

- Regular mail delivery with USPS:
USCIS

P.O. Box 805887
Chicago, IL 60680-4120

- Private courier delivery (non-USPS):
USCIS
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1029

6.1.4 After mailing the application

- Once Form I-485 is received and processed by the USCIS, the applicant may be asked to appear for an interview to answer questions about the application under oath
- Remember to bring your passport and I-94 card with you
- All other applicants will receive a notification in writing

6.1.5 Receiving your green card

- Once your application is submitted, approved, paid, and you may have been through the interview, your Green Card will be produced and mailed to you. This may take several weeks.

6.2 Form I-765 Application for Employment Authorization

6.2.1 Filing instructions

- The foreign spouse may obtain a temporary work permit while the application for change of status is being processed
- The application must be filed within 90 days of entry to the United States
- A copy of Form I-94 (both sides) must be included
- A copy of any previous EAD's (if applicable)
- Two passport style photos

6.2.2 Filing fees

- The filing fee is \$340
- Check or money order are the only accepted method of payments and must be drawn from bank located in the United States
- The total fee can be included on the same check or money order
- The filing fee must be included with the application
- Note that fees must be submitted in the exact amount as fees cannot be refunded
- Do not mail cash as it is not accepted as a method of payment
- Make the check or money order payable to:

Department of Homeland Security

- Individuals living in Guam should write "**Treasurer, Guam**" on the check or money order.
- Individuals living in the United States Virgin Islands should write "**Commissioner of Finance of the Virgin Islands**" on the check or money order
- All checks and money orders must be in U.S. dollars and come from a bank or financial institution in the United States
- You may call 1-800-375-5283 to verify the fees listed on the form

6.2.3 Where to submit the application

- If you answered “a(6)” to question 16, mail the application to local USCIS Service Center

- If you live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, U.S. Virgin Islands, Virginia or West Virginia, mail the petition to:

USCIS
Vermont Service Center
Attn: I-765
75 Lower Welden Street
St. Albans, VT 05479-0001

- If you live in Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, mail the petition to:

USCIS Service Center
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

- If you live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail the petition to:

USCIS Service Center
Texas Service Center
P.O. Box 854041
Mesquite, TX 75185-1041

- If you live in Arizona, California, Guam, Hawaii or Nevada, mail the petition to:

USCIS
California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-1076

6.2.4 After mailing the application

- Once the application is accepted and approved, you will receive Form I-797 Receipt of Notice

6.2.5 Receiving the employment authorization

- If the application is approved, the EAD card is mailed to you
- You may be asked to pick up the EAD card at the local USCIS office

6.3 Form G-325A Biographic Information

- Include a complete Form G-325A for the U.S. citizen. Except for the name and signature, it is not necessary to repeat on the Form G-325A the information given on your Form I-130 petition.

- Include a complete Form G-325A for the spouse
- Remember to sign the forms

6.4 Form I-131 Advance Parole Travel Permit

- Spouses of U.S. citizens:
 - The foreign spouse does not have to obtain an advance parole travel permit if Form I-485 is filed, accepted and pending with the USCIS
- Spouses of lawfully permanent residents:
 - Read the instructions on Form I-131 carefully!
- Example parole travel permit letter

Anna Marie Gibbons
123 Main Street, Apt. 22B
Miami, FL 33136

U.S. Citizenship and Immigration Services Address
City
State

Re: I-131 Request for Advance Parole

Dear Sir/Madam,

I respectfully request a multiple entry Advance Parole to allow me to re-enter the U.S. after temporary foreign travel.

I would like to visit my home country to visit my parents.

Please feel free to contact me if I may be of further assistance.

Sincerely,

Anna Maria Gibbons

Anna Marie Gibbons

6.5 Form I-693 Medical Examinations

It is not possible to obtain an immigrant visa without a medical examination. The medical Form I-693 (included) is a part of the application and must be completed by an approved USCIS civil surgeon. Any medical examination conducted by a non-approved USCIS doctor will lead to your application being rejected. The purpose of the medical exam is to test you for any health conditions that may require additional medication. The information obtained about your health is a part of the application. Failure to comply with a doctor's request for further medication may lead to your application being denied. There is no set fee for the medical examination. Depending on what doctor you visit, the fee will vary.

Examples of tests that may be performed:

- Tuberculosis
- Syphilis for applicants 15 years or older
- HIV (blood test)
- Gonorrhea
- Mental defect
- Narcotic drug addiction
- Psychopathic personality
- Chancroid
- Lymphogranuloma venereum
- Granuloma inguinal
- USCIS approved immunizations

The medical test results will be presented to an immigration office and may be shared with other health departments or other public health authorities.

For more information about the medical examination, please visit www.immigrationdoctors.org

7.0 FORM I-751 REMOVAL OF CONDITIONAL RESIDENCE

7.1 Introduction

A Conditional Residence Green Card is given to foreign individuals who became a Conditional U.S. Resident through marriage to a U.S. resident or through financial investments in a U.S. business. Individuals under these circumstances have conditions on their Green Card that need to be removed. A Conditional Residence Green Card is only valid for two years. After that time, the card is void and the person holding it is considered "Out of Status". The conditional resident status will automatically be terminated and the USCIS will order removal proceedings against the individual.

7.2 Filing Instructions to Remove Conditions due to Marriage

- Individuals that are married to U.S. residents should use Form I-751
- Both the spouse (conditional residence) and the U.S. resident must both apply together to get the conditions removed
- The form **must** be filed during the 90 period before the Conditional Residence Card expires
- Include a copy of your Conditional Permanent Resident Card, or Alien Registration Card, or Alien Registration Cards of any or your conditional resident children
- Make a copy of both sides of the card
- Include evidence of the relationship being established in "good faith" from the date of the marriage to the time of "Conditional Status" were granted. Examples may be:
 - Birth certificate of any children
 - Lease or mortgage contracts
 - Financial records
 - Sworn affidavits of at least two people that have personal knowledge of your marriage and relationship

Special Cases:

Some scenarios require additional information when filing Form I-751. Examples are:

- A widow or widower of a marriage that was entered into in good faith
- A marriage was ended through divorce or annulment, but entered into in good faith
- A spouse and/or her children being battered by the U.S. citizen or lawful permanent resident
- Spouse and/or children being subject to extreme hardship by the U.S. citizen or lawful permanent resident
- Extreme hardship would be caused due to the termination of the conditional resident
- Waivers to file for a joint agreement when the U.S. spouse does not want to file with the conditional green card holder due to the timing being in middle of the divorce

7.3 Filing fee

- The filing fee is \$ 465
- The biometrics fee is \$ 80

- The total fee is \$545 which can be paid by one check or money order
- Check or money order is the only method of payment and must be drawn from bank located in the United States
- The filing fee must be included with the application
- Note that fees must be submitted in the exact amount as fees cannot be refunded
- Do not mail cash as it is not accepted as a method of payment
- Make the check or money order payable to (do not abbreviate):

Department of Homeland Security

- Individuals living in Guam should write “**Treasurer, Guam**” on the check or money order.
- Individuals living in the United States Virgin Islands should write “**Commissioner of Finance of the Virgin Islands**” on the check or money order
- All checks and money orders must be in U.S. dollars and come from a bank or financial institution in the United States
- You may call 1-800-375-5283 to verify the fees listed on the form

7.4 Filing Address

Depending on where you live, you should at different service centers. If you live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia or West Virginia, mail the petition to:

- USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

If you live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail the petition to:

- USCIS Texas Service Center
P.O. Box 850965
Mesquite, TX 75185-0965

If you live in Arizona, California, Guam, Hawaii or Nevada, mail the petition to:

- USCIS California Service Center
P.O. Box 10751
Laguna Niguel, CA 92607-0751

If you live elsewhere in the United States mail your petition to:

- USCIS Nebraska Service Center
P.O. Box 87751
Lincoln, NE 68501-7751

7.5 After mailing the application

- Once Form I-751 is received and processed by the USCIS, the applicant will receive a notification in writing of where to have his or her fingerprints, photographs, and signature taken by the USCIS
- If an individual fails to show up for this appointment, a denial of the application is very likely

8.0 FORMS AND DOCUMENTS REQUIRED FOR THE INTERVIEW

	<i>Check Here</i>
1. Copies of Birth Certificates for Petitioner and Beneficiary.	_____
2. Copies of Beneficiary's Passport and Form I-94 (Arrival Record).	_____
3. Social Security Cards for the Petitioner and Beneficiary.	_____
4. Copies of Birth Certificates for all children of Petitioner and Beneficiary.	_____
5. Leases on all apartments that Petitioner and Beneficiary have occupied with rent receipts.	_____
6. Hospital cards, union books, insurance policies, pay vouchers, bank books and charge cards showing the name of the Petitioner and Beneficiary.	_____
7. Letters from employers of Petitioner and Beneficiary on employer's letterhead, signed by an official of the firm stating date employment began, marital status, dependents claimed, whom to notify in case of emergency, and amount of salary.	_____
8. Federal, State and City Income tax returns. Paying taxes is probably the most important duty of every United States citizen or resident, so your tax return is a very important piece of documentation for the USCIS. On the day of the interview you should bring transcript of the tax returns of both sponsor and beneficiary (if any) for the last three years. Make sure you bring the official transcript and not a receipt from your accountant or a printout of your tax software. You can order such transcript over the phone directly from the IRS at 1 800 829-1040 and request it using their automated service. They will mail it to you for free. Make sure you request the last three years and not just one. It generally takes 10-15 days for the transcript to be mailed to you so make sure you allow yourself enough time before the interview.	_____
9. Marriage Registration from the Civil Authorities.	_____
10. Wedding pictures of Petitioner and Beneficiary.	_____
11. Any snapshots taken of petitioner and beneficiary together since their marriage.	_____

9.0 SAMPLE USCIS INTERVIEW QUESTIONS

When the USCIS notifies you of your interview date, they will send you a list of documents to bring to the interview.

These documents are to show the USCIS that your marriage is indeed valid and not fraudulent.

Sample of these documents:

- A lease or mortgage with both spouses names.
- Proof of a joint checking account.
- Proof of a jointly filed tax return.

If you bring all of the required documents to the interview, the questions will be simple and the interview will be brief. Sample questions could be:

- When did you meet?
- How did you meet?
- Where did you honeymoon?
- Where is your spouse's hometown?
- How did you come to this interview? By car? Public transportation? Etc.
- How did you celebrate your last birthday?
- What's your spouse's favorite restaurant?
- What's your spouse's favorite TV show?
- What do you usually do on the weekend?
- Where does your spouse work at?
- Does your spouse have any brothers and sisters? If so, what are their names?
- Have you met your spouse's parents? If so, what are their names?
- What grocery store do you usually shop at?
- What color are the walls in your house?
- How many TV sets do you have at home?
- What is your full address and phone number?
- Do you and your spouse have nicknames for each other?

If you do not bring all of the required documents to the interview, the questions will be more difficult and the USCIS will attempt to determine if the marriage is valid or fraudulent. In a situation such as this, you may want to consider hiring an immigration attorney to accompany you to the interview.

If your marriage is valid, do not worry. Just be prepared to explain why you were not able to furnish the required documents.

10.0 HOW TO APPEAL

When an immigration petition or application is denied or revoked by the Immigration and Naturalization Service (USCIS), that decision may, in most cases, be appealed to a higher authority for review.

In immigration proceedings, the appellate review authority is divided between two separate organizations within the Department of Justice: the Administrative Appeals Unit (AAU), under the jurisdiction of the USCIS, and the Board of Immigration Appeals (BIA), under the jurisdiction of the Executive Office of Immigration Review.

If a petition or application is denied or revoked, you should carefully review the written decision that is issued by the USCIS.

The notice will inform you of the reasons for the decision, notify you of the proper appellate jurisdiction and the applicable deadlines, and provide you with the correct USCIS form to file and appeal.

For more information on the procedures for the two appellate authorities, please see one of the following:

- **Administrative Appeals Unit: How do I Appeal the Denial of My Petition or Application?** Contact the local Field Office (See Appendix 3) for information about community based organizations that may be able to help
- **Executive Office of Immigration Review - Board of Immigration Appeals Website**
<http://www.usdoj.gov/eoir/bia/qapracmanual/apptmtn4.htm>

APPENDIX 1

U.S. Embassies and Consulates Worldwide

The United States has embassies and consulates in almost every country around the world with a few exceptions. For a full list of all U.S. embassies and consulates worldwide, visit the link below.

<http://usembassy.state.gov>



APPENDIX 2

USCIS Application Support Centers (ASC)

National Toll Free Telephone Number: 1-800-375-5283

Alabama

USCIS Application Support Center
Metairie Centre, Suite 300 (Third Floor)
2424 Edenborn Avenue
Metairie, LA 70001

Alaska

USCIS Application Support Center
620 E. 10th Avenue – Suite 7
Anchorage, AK 99501

Arizona

USCIS Application Support Center
1605 Isleta Boulevard, SW Suite C
Albuquerque, NM 87105-4793

USCIS Application Support Center
2545 East Thomas Road
Phoenix, AZ 85016-7941

USCIS Application Support Center
3250 South 4th Avenue Suite E
Yuma, Arizona 85365-4051

USCIS Application Support Center
6175 South Pecos Road
Las Vegas, NV 89120-6283

USCIS Application Support Center
1835 South Alvernon Way Suites 217
Tucson, AZ 85711-5693

Arkansas

USCIS Application Support Center
3701 West Northwest Highway Suite 211
Village at Bachman Lake
Dallas, TX 75220-4961

USCIS Application Support Center
842 Virginia Run Cove
Memphis, TN 38122-4419

USCIS Application Support Center
4977 Old Greenwood Road
Fort Smith, AR 72903-6906

California

USCIS Application Support Center
4701 Planz Road Suite A12
Bakersfield, CA 93309-6349

USCIS Application Support Center
Bellflower Plaza
17610 Bellflower Blvd. – Suite A -110
Bellflower, CA 90706

USCIS Application Support Center
8381 La Palma Avenue – Suite A
Buena Park, CA 90620

USCIS Application Support Center
6831-B Hollister Avenue
Goleta, CA 93117

USCIS Application Support Center
15715 Crenshaw Blvd. – Room B-112
Gardena, CA 90249

USCIS Application Support Center
888 Wilshire Blvd.
Los Angeles, CA 90017

USCIS Application Support Center
5949 W. Pico Blvd
Los Angeles, CA 90035

USCIS Application Support Center
901 N. Carpenter Road. – Suite 14
Modesto, CA 95351

USCIS Application Support Center
2040 Telegraph Avenue
Oakland, CA 94612

USCIS Application Support Center
825 Riverside Parkway Suite 100
West Sacramento, CA 95605-1502

USCIS Application Support Center
435 W. Mission Blvd. Suite 110
Pomona, CA 91766

USCIS Application Support Center
10082 Magnolia Avenue
Riverside, CA 92503

USCIS Application Support Center
2000 Outlet Center Drive Suite 200
Oxnard, CA 93036-0609

USCIS Application Support Center
16 Heffernan Avenue
Calexico, CA 92231

USCIS Application Support Center
Golden Vista Plaza
9251 Garvey Avenue – Suite Q
South El Monte, CA 91733

USCIS Application Support Center
4893 E. Kings Canyon
Fresno, CA 93727

USCIS Application Support Center
825 Riverside Parkway Suite 100
West Sacramento, CA 95605-1502

USCIS Application Support Center
Santa Rita Plaza
1954 N. Main Street
Salinas, CA 93906

USCIS Application Support Center
2509 El Cajon Blvd
San Diego, CA 92104

USCIS Application Support Center
250 Broadway
San Francisco, CA 94111

USCIS Application Support Center
122 Charcot Avenue
San Jose, CA 95131-1101

USCIS Application Support Center
727 W. San Marcos Blvd # 101 – 102
San Marcos, CA 92069

USCIS Application Support Center
1666 N. Main Street # 100 – A
Santa Ana, CA 92701

USCIS Application Support Center
1401 Guerneville Road # 100
Santa Rosa, CA 95403

USCIS Application Support Center
14515 Hamlin Street – Suite 200
Van Nuys, CA 91411

Colorado

USCIS Application Support Center
15037 E. Colfax Avenue – Unit G
Aurora, CO 80011

USCIS Application Support Center
1605 Isleta Boulevard, SW Suite C
Albuquerque, NM 87105-4793

USCIS Application Support Center
2454 Highway 6 and 50 – Valley Plaza – Suite 115
Grand Junction, CO 81505

USCIS Application Support Center
271 West 3rd Street Suite 1050
Wichita, KS 67202-1203

Connecticut

USCIS Application Support Center
249 Pearl Street
Hartford, CT 06103-2112

USCIS Application Support Center
246 North Avenue
New Rochelle, NY 10801-6405

Delaware

USCIS Application Support Center
655 South Bay Road, Suite 4E
Dover, DE 19901-4656

USCIS Application Support Center
2040 Shipley Drive Suite 2C
Salisbury, MD 21801-7874

District of Columbia

USCIS Application Support Center
8850 Richmond Highway, Suite 100
Alexandria, VA 22309-1586

Florida

USCIS Application Support Center
11690 State Road 84
Davie, FL 33325

USCIS Application Support Center
521 NE. 81st Street, Bay 11
Miami, FL 33138

USCIS Application Support Center
Westland Promenade
3700 West 18th Avenue #110
Hialeah, FL 33012

USCIS Application Support Center
Terracotta Business Center
5449 S Semoran Blvd #18C
Orlando, FL 32822

USCIS Application Support Center
4121 Southpoint Boulevard
Jacksonville, FL 32216

USCIS Application Support Center
9280 Bay Plaza Boulevard – Suite 726
Tampa, FL 33619

USCIS Application Support Center
11865 SW 26th Street (Coral Way) – Suite J-6
Miami, FL 33175

USCIS Application Support Center
2711 Exchange Court
West Palm Beach, FL 33401

Georgia

USCIS Application Support Center
1255 Collier Road, Suite 100
Atlanta, GA 30318

USCIS Application Support Center
1 Poston Road, Suite 130 Parkshore Center
Charleston, SC 29407

Guam

USCIS Application Support Center
108 Hernan Cortez Ave. – Sirena Plaza #100
Hagatna, GU 96910

Hawaii

USCIS Application Support Center
677 Ala Moana Blvd. – Suite # 102/103
Honolulu, HI 96813

Idaho

USCIS Application Support Center
1185 South Vinnell Way
Boise, ID 83709

USCIS Application Support Center
1820 E. 17th Street – Suite 190
Idaho Falls, ID 83404

USCIS Application Support Center
Thomas Foley U.S. Federal Courthouse
920 West Riverside Room 691
Spokane, WA 99201-1012

Illinois

USCIS Application Support Center
4853 North Broadway
Chicago, IL 60640-3603

USCIS Application Support Center
5160 South Pulaski Road Super Mall Suite 101
Chicago, IL 60632-4253

USCIS Application Support Center
7852 Interstate Plaza Drive
Hammond, IN 46324-3362

USCIS Application Support Center
950 North Meridian Street, Room 400
Indianapolis, IN 46204-3915

USCIS Application Support Center
Gene Snyder U.S. Courthouse and Custom House 601
West Broadway Suite 22
Louisville, KY 40202-2250

USCIS Application Support Center
888 South Route 59 Suite 124
Naperville, IL 60540-0962

USCIS Application Support Center
4701 North Cumberland Suites 1-3 B, C, D
Norridge, IL 60706-4277

USCIS Application Support Center
1222 Spruce Street Room 1.212
Saint Louis, MO 63103-2822

USCIS Application Support Center
25 South Greenbay Road
Waukegan, IL 60085-4815

Indiana

USCIS Application Support Center
550 Main Street Room 1524
Cincinnati, OH 45202-5298

USCIS Application Support Center
7852 Interstate Plaza Drive
Hammond, IN 46324-3362

USCIS Application Support Center
950 North Meridian Street, Room 400
Indianapolis, IN 46204-3915

USCIS Application Support Center
Gene Snyder U.S. Courthouse and Custom House 601
West Broadway Suite 22
Louisville, KY 40202-2250

Iowa

USCIS Application Support Center
210 Walnut Street Room 949
Des Moines, IA 50309-2110

USCIS Application Support Center
1717 Avenue H E
Omaha, NE 68110-2752

USCIS Application Support Center
1360 University Avenue West Room 103
Saint Paul, MN 55104-4092

USCIS Application Support Center
300 East 8th Street Riverside Station
Sioux Falls, SD 57103-7023

Kansas

USCIS Application Support Center
9747 Northwest Conant Avenue
Kansas City, MO 64153-1833

USCIS Application Support Center
1717 Avenue H E
Omaha, NE 68110-2752

USCIS Application Support Center
271 West 3rd Street Suite 1050
Wichita, KS 67202-1203

Kentucky

USCIS Application Support Center
210 Kanawha Boulevard
West Charleston, WV 25302-2201

USCIS Application Support Center
Gene Snyder U.S. Courthouse and Custom House 601
West Broadway Suite 22
Louisville, KY 40202-2250

USCIS Application Support Center
550 Main Street Room 1524
Cincinnati, OH 45202-5298

USCIS Application Support Center
247 Venture Circle
Nashville, TN 37228-1603

Louisiana

USCIS Application Support Center
Metairie Centre, Suite 300
2424 Edenborn Avenue
Metairie, LA 70001

USCIS Application Support Center
Corum Plaza 8505 Gulf Freeway Suite D
Houston, TX 77017-5043

USCIS Application Support Center
7334 South Westmoreland
Road Dallas, TX 75237-2908

Maine

USCIS Application Support Center
176 Gannett Drive South
Portland, ME 04106-6909

Maryland

USCIS Application Support Center
8850 Richmond Highway, Suite 100
Alexandria, VA 22309-1586

USCIS Application Support Center
00 South Charles Street, Suite 201
Baltimore, MD 21201

USCIS Application Support Center
655 South Bay Road, Suite 4E
Dover, DE 19901-4656

USCIS Application Support Center
800 Penn Avenue Suite 101
Pittsburgh, PA 15222-3623

USCIS Application Support Center
2040 Shipley Drive Suite 2C
Salisbury, MD 21801-7874

USCIS Application Support Center
Glenmont Plaza 12331 Georgia Avenue, Suite C
Wheaton, MD 20906-3646

Massachusetts

USCIS Application Support Center
170 Portland Street
Boston, MA 02114-1706

USCIS Application Support Center
249 Pearl Street
Hartford, CT 06103-2112

USCIS Application Support Center
1086 Troy-Schenectady Road
Latham, NY 12110-1024

USCIS Application Support Center
Crossroads Office Park, 105
Sockanosset Cross Road, Suite 210
Cranston, RI 02920-5560

Michigan

USCIS Application Support Center
2652 East Jefferson Avenue Chene Square Mall
Detroit, MI 48207-4129

USCIS Application Support Center
7852 Interstate Plaza Drive
Hammond, IN 46324-3362

USCIS Application Support Center
Bretwood Center 4484 Breton Road
Kentwood, MI 49508-5270

Minnesota

USCIS Application Support Center
Federal Building 515 West First Street Room 208
Duluth, MN 55802-1350

USCIS Application Support Center
657 2nd Avenue North Suite 248
Fargo, ND 58102-4727

USCIS Application Support Center
1360 University Avenue West Room 103
Saint Paul, MN 55104-4092

USCIS Application Support Center
300 East 8th Street Riverside Station
Sioux Falls, SD 57103-7023

Mississippi

USCIS Application Support Center
100 West Capitol Street
McCoy Federal Building Suite 727
Jackson, MS 39269-1602

USCIS Application Support Center
842 Virginia Run Cove
Memphis, TN 38122-4419

USCIS Application Support Center
Metairie Centre, Suite 300
2424 Edenborn Avenue
Metairie, LA 70001

Missouri

USCIS Application Support Center
4977 Old Greenwood Road
Fort Smith, AR 72903-6906

USCIS Application Support Center
9747 Northwest Conant Avenue
Kansas City, MO 64153-1833

USCIS Application Support Center
842 Virginia Run Cove
Memphis, TN 38122-4419

USCIS Application Support Center
1222 Spruce Street Room 1.208
Saint Louis, MO 63103-2822

Montana

USCIS Application Support Center
2800 Skyway Drive
Helena, MT 59602-1230

USCIS Application Support Center
1675 Samco Road
Rapid City, SD 57702

USCIS Application Support Center
Thomas Foley U.S. Federal Courthouse
920 West Riverside Room 691
Spokane, WA 99201-1012

Nebraska

CIS Application Support Center
15037 East Colfax Avenue Unit G
Aurora, CO 80011-5777

USCIS Application Support Center
150 East B Street Room 1014
Casper, WY 82601-7005

USCIS Application Support Center
1717 Avenue H E
Omaha, NE 68110-2752

USCIS Application Support Center
300 East 8th Street Riverside Station
Sioux Falls, SD 57103-7023

Nevada

USCIS Application Support Center
6175 South Pecos Road
Las Vegas, NV 89120

USCIS Application Support Center
1351 Corporate Blvd.
Reno, NV 89502

New Hampshire

USCIS Application Support Center
803 Canal Street
Manchester, NH 03101

New Jersey

USCIS Application Support Center
116 Kansas St. – Main Floor
Hackensack, NJ 07601

USCIS Application Support Center
120 North 8th Street
Philadelphia, PA 19107-2422

USCIS Application Support Center
24 Commerce Street
Newark, NJ 07102

New Mexico

USCIS Application Support Center
1605 Isleta Boulevard, SW Suite C
Albuquerque, NM 87105-4793

USCIS Application Support Center
10500 Montwood Drive
El Paso, TX 79935-2703

USCIS Application Support Center
3502 Slide Road Suite A-24
Lubbock, TX 79414-2547

New York

USCIS Application Support Center
2378 Grand Concourse
Bronx, NY 10458-6907

USCIS Application Support Center
227 Livingston Street
Brooklyn, NY 11201-5838

USCIS Application Support Center
130 Delaware Avenue
Buffalo, NY 14202-2498

USCIS Application Support Center
100 Main Street, Suite B
Hempstead, NY 11550-2418

USCIS Application Support Center
153-01 Jamaica Avenue, 1st Floor
Jamaica, NY 11432

USCIS Application Support Center
1086 Troy-Schenectady Road
Latham, NY 12110-1024

USCIS Application Support Center
201 Varick Street Room #1023
New York, NY 10014-7055

USCIS Application Support Center
24 Commerce Street Suite 200
Newark, NJ 07102-4005

USCIS Application Support Center
246 North Avenue New
Rochelle, NY 10801-6405

USCIS Application Support Center
64 Grice Brook Road
Saint Albans, VT 05478-9500

USCIS Application Support Center
412 South Warren
Street Syracuse, NY 13202-2604

USCIS Application Support Center
63-05 Roosevelt Avenue
Woodside, NY 11377-3641

North Carolina

USCIS Application Support Center
4801 Chastain Avenue Building #10, Suite #175
Charlotte, NC 28217-2231

USCIS Application Support Center
2500 Alameda Avenue Suite 114
Norfolk, VA 23513

North Dakota

USCIS Application Support Center
Located in the Federal Building/(US Post Office)
657 2nd Avenue North Suite 248
Fargo, ND 58102-4727

USCIS Application Support Center
2800 Skyway Drive
Helena, MT 59602-1230

Ohio

USCIS Application Support Center
550 Main Street – Room 1524
Cincinnati, OH 4520

USCIS Application Support Center
AJC Federal Building – 1240 E. 9th Street – Room 1259
Cleveland, OH 44199

USCIS Application Support Center
Leveque Towers – 50 W Broad Street – Suite 321
Columbus, OH 43215

USCIS Application Support Center
2652 East Jefferson Avenue Chene Square Mall
Detroit, MI 48207-4129

Oklahoma

USCIS Application Support Center
4977 Old Greenwood Road
Fort Smith, AR 72903-6906

USCIS Application Support Center
4400 Southwest 44th Street Suite A
Oklahoma City, OK 73119-2800

Oregon

USCIS Application Support Center
1185 South Vinnell Way
Boise, ID 83709-1656

USCIS Application Support Center
721 Southwest 14th Avenue
Portland, OR 97205-1904

USCIS Application Support Center
415 North 3rd Street
Yakima, WA 98901-2331

Pennsylvania

USCIS Application Support Center
130 Delaware Avenue
Buffalo, NY 14202-2498

USCIS Application Support Center
24 Commerce Street Suite 200
Newark, NJ 07102-4005

USCIS Application Support Center
120 North 8th Street
Philadelphia, PA 19107-2422

USCIS Application Support Center
800 Penn Avenue Suite 101
Pittsburgh, PA 15222-3623

USCIS Application Support Center
412 South Warren Street
Syracuse, NY 13202-2604

USCIS Application Support Center
3400 Concord Road
York, PA 17402-9007

Puerto Rico

USCIS Application Support Center
458 Ing. Jose Canals Street
San Juan, PR 00918

Rhode Island

USCIS Application Support Center
105 Sockanosset Cross Rd. – Suite 210
Cranston, RI 02920

South Carolina

USCIS Application Support Center
1 Poston Road, Suite 130 Parkshore Center
Charleston, SC 29407

USCIS Application Support Center
4801 Chastain Avenue Building #10, Suite #175
Charlotte, NC 28217-2231

South Dakota

USCIS Application Support Center
1675 Samco Road
Rapid City, SD 57702

USCIS Application Support Center
657 2nd Avenue North Suite 248
Fargo, ND 58102-4727

USCIS Application Support Center
Riverside Station – 300 East 8th Street
Sioux Falls, SD 57104

Tennessee

USCIS Application Support Center
1341 Sycamore View – Suite 100
Memphis, TN 38134

USCIS Application Support Center
247 Venture Circle
Nashville, TN 37228

Texas

USCIS Application Support Center

USCIS Application Support Center

943 North Expressway 77
Southwind Shopping Center, Suite 23
Brownsville, TX 78520-8670

Corum Plaza 8505 Gulf Freeway Suite D
Houston, TX 77017-5043

USCIS Application Support Center
3701 West Northwest Highway Suite 211
Village at Bachman
Lake Dallas, TX 75220-4961

USCIS Application Support Center
707 East Calton Road Suite 301
Laredo, TX 78041-3638.

USCIS Application Support Center
7334 South Westmoreland Road
Dallas, TX 75237-2908

USCIS Application Support Center
3502 Slide Road Suite A-24
Lubbock, TX 79414-2547

USCIS Application Support Center
10500 Montwood Drive
El Paso, TX 79935-2703

USCIS Application Support Center
220 South Bicentennial Suite C
McAllen, TX 78501-7019

USCIS Application Support Center
4200 South Freeway
Fort Worth Town Center Mall Suite # 1309
Fort Worth, TX 76115-1400

USCIS Application Support Center
4400 Southwest 44th Street Suite A
Oklahoma City, OK 73119-2800

USCIS Application Support Center
10555 Northwest Freeway Suite 150
Houston, TX 77092-8209

USCIS Application Support Center
5121 Crestway Drive Suite 112
San Antonio, TX 78239-1975

USCIS Application Support Center
7086 Bissonnet Street
Houston, TX 77074-6010

Utah

USCIS Application Support Center
1605 Isleta Boulevard, SW Suite C
Albuquerque, NM 87105-4793

USCIS Application Support Center
5536 South 1900 West Street Building C
Taylorsville, UT 84118-9007

USCIS Application Support Center
6175 South Pecos Road
Las Vegas, NV 89120-6283

Vermont

USCIS Application Support Center
1086 Troy-Schenectady Road
Latham, NY 12110-1024

USCIS Application Support Center
64 Grice Brook Road Saint
Albans, VT 05478-9500

Virgin Islands

USCIS Application Support Center
Sunny Isles Shopping Center
Christiansted, St. Croix, VI 00823

USCIS Application Support Center
South Nisky Center – Suite 1A
St. Thomas, VI 00802

Virginia

USCIS Application Support Center
8850 Richmond Highway, Suite 100
Alexandria, VA 22309-1586

USCIS Application Support Center
2500 Alameda Avenue Suite 114
Norfolk, VA 23513

USCIS Application Support Center
210 Kanawha Boulevard
West Charleston, WV 25302-2201

USCIS Application Support Center
2040 Shipley Drive Suite 2C
Salisbury, MD 21801-7874

Washington

USCIS Application Support Center

USCIS Application Support Center

721 Southwest 14th Avenue
Portland, OR 97205-1904

Thomas Foley U.S. Federal Courthouse
920 West Riverside Room 691
Spokane, WA 99201-1012

USCIS Application Support Center
12500 Tukwila International Boulevard
Seattle, WA 98168

USCIS Application Support Center
415 North 3rd Street
Yakima, WA 98901-2331

West Virginia

USCIS Application Support Center
210 Kanawha Boulevard
West Charleston, WV 25302-2201

USCIS Application Support Center
Glenmont Plaza 12331 Georgia Avenue, Suite C
Wheaton, MD 20906-3646

USCIS Application Support Center
800 Penn Avenue Suite 101
Pittsburgh, PA 15222-3623

Wisconsin

USCIS Application Support Center
Federal Building 515 West First Street Room 208
Duluth, MN 55802-1350.

USCIS Application Support Center
1360 University Avenue West Room 103
Saint Paul, MN 55104-4092

USCIS Application Support Center
310 East Knapp Street First Floor, Room 154
Milwaukee, WI 53202-4504

Wyoming

USCIS Application Support Center
15037 East Colfax Avenue Unit G
Aurora, CO 80011-5777

USCIS Application Support Center
1675 Samco Road
Rapid City, SD 57702.

USCIS Application Support Center
150 East B Street Room 1014
Casper, WY 82601-7005

USCIS Application Support Center
5536 South 1900 West Street Building C
Taylorsville, UT 84118-9007

USCIS Application Support Center
1820 East 17th Street Suite 190
Idaho Falls, ID 83404-6471

APPENDIX 3

USCIS Field Offices

National Toll Free Telephone Number: 1-800-375-5283

Alabama

USCIS Field Office
Martin Luther King, Junior Federal Building
77 Forsyth Street, South West
Atlanta, GA 30303

Alaska

USCIS Field Office
Anchorage District Office
620 East 10th Avenue, Suite 102
Anchorage, AK 99501

Arizona

USCIS Field Office
2035 North Central Avenue
Phoenix, AZ 85004

USCIS Field Office
6431 South Country Club Road
Tucson, AZ 85706-5907

Arkansas

USCIS Field Office
842 Virginia Run Cove
Memphis, TN 38122

USCIS Field Office
4977 Old Greenwood Road
Fort Smith, AR 72903

California

USCIS Field Office
16 Heffernan Avenue
Calexico, CA. 92231

USCIS Field Office
655 West Rialto Avenue San
Bernardino, CA 92410.

USCIS Field Office
1261 3rd Avenue, Suite A
Chula Vista, CA 91911

USCIS Field Office
880 Front Street
San Diego, CA 92101-8834

USCIS Field Office
1177 Fulton Mall
Fresno, CA 93721-1913

USCIS Field Office
444 Washington Street San
Francisco, CA 94111

USCIS Field Office
300 North Los Angeles Street
Los Angeles, CA 90012

USCIS Field Office
1887 Monterey Road
San Jose, CA 95112

USCIS Field Office
650 Capitol Mall
Sacramento, CA 95814

USCIS Field Office
34 Civic Center Plaza
Santa Ana, CA 92701

Colorado

USCIS Field Office
4730 Paris Street
Denver, CO 80239

Connecticut

USCIS Field Office
450 Main Street, 4th Floor
Hartford, CT 06103-3060

Delaware

USCIS Field Office
1305 McD Drive
Dover, DE 19901

Distric of Columbia

USCIS Field Office
4420 N. Fairfax Drive
Arlington, VA 22203

Florida

USCIS Field Office
7880 Biscayne Boulevard
Miami, FL 33138

USCIS Field Office
4121 Southpoint Boulevard
Jacksonville, FL 32216

USCIS Field Office
9403 Tradeport Drive
Orlando, FL 32827

USCIS Field Office
326 Fern St
West Palm Beach, FL 33401

USCIS Field Office
5524 West Cypress Street
Tampa, FL 33607-1708

Georgia

USCIS Field Office
Martin Luther King Jr. Federal Building
77 Forsyth Street SW
Atlanta, GA 30303

Guam

USCIS Field Office
Sirena Plaza, Suite 100
108 Hernan Cortez Avenue
Hagatna, GU 96910

Hawaii

USCIS Field Office
595 Ala Moana Boulevard
Honolulu, HI 96813

Idaho

USCIS Field Office

USCIS Field Office

1185 South Vinnell Way
Boise, ID 83709

U.S. Courthouse 920
West Riverside, Room 691
Spokane, WA 99201

Illinois

USCIS Field Office
10 West Jackson Boulevard
Chicago, Illinois 60604

USCIS Field Office
Robert A. Young Federal Building
1222 Spruce Street
Saint Louis, MO 63103

Indiana

USCIS Field Office
101 West Congress Parkway
Chicago, IL 60605.

USCIS Field Office
950 N. Meridian St., Room 400
Indianapolis, IN 46204-3915

Iowa

USCIS Field Office
210 Walnut Street, Room 369 Federal Building
Des Moines, IA 50309

USCIS Field Office
1717 Avenue H E
Omaha, NE 68110-2752

Kansas

USCIS Field Office
9747 NW Conant Avenue
Kansas City, MO 64153.

USCIS Field Office
271 West 3rd Street North, Suite 1050
Wichita, KS 67202-1212

Kentucky

USCIS Field Office
Gene Snyder U.S. Courthouse and Customhouse - Room 390
601 West Broadway
Louisville, KY 40202

Louisiana

USCIS Field Office
Metairie Centre, Suite 300 (Third Floor) 2424 Edenborn
Avenue Metairie, LA 70001

Maine

USCIS Field Office
176 Gannett Drive
South Portland, ME 04106

Maryland

USCIS Field Office
Fallon Federal Building - 31 Hopkins Plaza
Baltimore, MD 21201

Massachusetts

USCIS Field Office
John F. Kennedy Federal Building - Government Center
Boston, MA 02203

Michigan

USCIS Field Office
333 Mt. Elliot
Detroit, MI 48207

Minnesota

USCIS Field Office
2901 Metro Drive, Suite 100
Bloomington, MN 55425

Mississippi

USCIS Field Office
842 Virginia Run Cove
Memphis, TN 38122

USCIS Field Office
Metairie Centre, Suite 300
2424 Edenborn Avenue
Metairie, LA 70001

Missouri

USCIS Field Office
9747 Northwest Conant Avenue
Kansas City, MO 64153

USCIS Field Office
Robert A. Young Federal Building
1222 Spruce Street, Room 1.100
St. Louis, MO 63103-2815

Montana

USCIS Field Office
2800 Skyway Drive
Helena, MT 59602

Nebraska

USCIS Field Office
3736 South 132nd Street
Omaha, NE 68144

Nevada

USCIS Field Office
1351 Corporate Boulevard
Reno, NV 89502

USCIS Field Office
3373 Pepper Lane
Las Vegas, NV 89120-2739

New Hampshire

USCIS Field Office
803 Canal Street
Manchester, NH 03101

New Jersey

USCIS Field Office
530 Fellowship Road
Mount Laurel, NJ 08054

USCIS Field Office
Peter Rodino Federal Building
970 Broad Street
Newark, NJ 07102

New Mexico

USCIS Field Office
1545 Hawkins Boulevard
El Paso, TX 79925.

USCIS Field Office
1720 Randolph Road SE
Albuquerque, NM 87106

New York

USCIS Field Office
100 State Street, Room 418
Rochester, NY 14614

USCIS Field Office
1086 Troy-Schenectady Road
Latham, NY 12110

USCIS Field Office
26 Federal Plaza
New York City, NY 10278

USCIS Field Office
Federal Center, 130 Delaware Avenue
Buffalo, NY 14202

USCIS Field Office
412 South Warren Street
Syracuse, NY 13202

North Carolina

USCIS Field Office
6130 Tyvola Centre Drive
Charlotte, NC 28217

North Dakota

USCIS Field Office
2901 Metro Drive, Suite 100
Bloomington, MN 55425

Ohio

USCIS Field Office
A.J.C. Federal Building
1240 East Ninth Street, Room 501
Cleveland, OH 44199

USCIS Field Office
J.W. Peck Federal Building
550 Main Street, Room 4001
Cincinnati, OH 45202

USCIS Field Office
Leveque Tower 50
West Broad Street, Suite 306
Columbus, OH 43215

Oklahoma

USCIS Field Office
4400 SW 44th Street - Suite "A"
Oklahoma City, OK 73119-2800

Oregon

USCIS Field Office
511 NW Broadway
Portland, OR 97209

Pennsylvania

USCIS Field Office
1600 Callowhill Street
Philadelphia, PA 19130

USCIS Field Office
3000 Sidney Street, Suite 200
Pittsburgh, PA 15203

Puerto Rico

USCIS Field Office
San Patricio Office Center
7 Tabonuco Street, Suite 100
Guaynabo, PR 00968

Rhode Island

USCIS Field Office
200 Dyer Street
Providence, RI 02903

South Carolina

USCIS Field Office
142-D West Phillips Road
Greer, SC 29650

USCIS Field Office
170 Meeting Street, Fifth Floor
Charleston, SC 29401

South Dakota

USCIS Field Office
2901 Metro Drive, Suite 100
Bloomington, MN 55425

Tennessee

USCIS Field Office
842 Virginia Run Cove
Memphis, TN 38122

Texas

USCIS Field Office
8101 North Stemmons Freeway
Dallas, TX 75247

USCIS Field Office
126 Northpoint
Houston, TX 77060

USCIS Field Office
1545 Hawkins Boulevard, Suite 167
El Paso, TX 79925

USCIS Field Office
8940 Fourwinds Drive
San Antonio, TX 78239

USCIS Field Office
1717 Zoy Street
Harlingen, TX 78552

Utah

USCIS Field Office
5272 South College Drive, Suite 100
Salt Lake City, UT 84123

Vermont

USCIS Field Office
64 Gricebrook Road
St. Albans, VT 05478

Virgin Islands

USCIS Field Office
Nisky Center, Suite 1A First Floor South
Charlotte Amalie, St. Thomas
United States Virgin Islands 00823

USCIS Field Office
Sunny Isle Shopping Center
Christiansted, St. Croix
United States Virgin Islands 00802

Virginia

USCIS Field Office
2675 Prosperity Avenue
Fairfax, VA 22031-4906

USCIS Field Office
5280 Henneman Drive
Norfolk, VA 23513

Washington

USCIS Field Office
815 Airport Way South
Seattle, WA 98134

USCIS Field Office
920 W. Riverside Room 691
Spokane, WA 99201

USCIS Field Office
415 North 3rd Street
Yakima, WA 98901

West Virginia

USCIS Field Office
3000 Sidney Street, Suite 200
Pittsburgh, PA 15203

USCIS Field Office
210 Kanawha Boulevard West
Charleston, WV 25302

Wisconsin

USCIS Field Office
2901 Metro Drive, Suite 100
Bloomington, MN 55425.

USCIS Field Office
310 E. Knapp Street
Milwaukee, WI 53202

Wyoming

USCIS Field Office
150 East B Street, Room 1014
Casper, WY 82601

USCIS Field Office
4730 Paris Street
Denver, CO 80239

APPENDIX 4

INFOPASS – Speak to an Immigration Officer

General Overview

InfoPass is an internet based system allowing individuals in the United States to make an appointment to speak with an Immigration Officer. The service is free and the time and date is easy to arrange. In cases of complex immigration issues, it may be better to ask an experienced immigration officer. By scheduling your appointment online you can save time in comparison to showing up in person and waiting in line. However, there may be times when you have more generic questions, but for which you do not require an appointment with an Immigration Officer. For routine questions, call NCSC at 1-800-375-5283.

How does InfoPass work?

Log on to: https://infopass.uscis.gov/info_en.php

- **Step 1:** Select the language you want to use (12 different languages)
- **Step 2:** Select “Make an Appointment.”
- **Step 3:** Type in the zip code where you live. If you are not sure of your local zip code, visit this link: <http://zip4.usps.com/zip4/welcome.jsp>
- **Step 4:** Pick the type of appointment that matches best with the kind of inquiry or problem you have.
- **Step 5:** Fill in your name, date of birth, zip code, and phone number. E-mail address is optional.
- **Step 6:** Pick a date and time for your appointment. It may be that the time and date for when you wish to visit is already booked. It is recommended to check back several times as InfoPass is updated daily.
- **Step 7:** Once you have found a time, date, and location of your appointment, the information will show up on the PC screen. It is important that you print out this information and bring it with you to the appointment.

What to bring to your appointment?

- A printout of the appointment notice confirmation, refer to Step 7 above
- Personal identification (passport, driver’s license, green card, government issued ID, Alien Registration Card, I-94, or Work Authorization Card)
- Any forms received such as receipt notices, letters showing approval or denial, original documents and translations that relate to you situation

Reschedule of an appointment?

- Through InfoPass you can cancel or reschedule your appointment
- The identification numbers at the bottom of the appointment confirmation notice serve as the numbers for logging in, changing or canceling your appointment
- Try to avoid a no-show by canceling your appointment if you cannot go
- There is no fee or penalty for rescheduling
- If the appointment notice is lost, a new one can be printed by accessing InfoPass and entering the information requested

APPENDIX 5

Case Status

This appendix applies only to individuals that have already submitted an application or petition and received an "A – Number". There are different ways of checking the status, but the process differs depending on the type of application, where and how it is submitted, and in some cases the applicant's citizenship.

Electronically filed applications or cases at a Service Center

- Online:
 - The following information needs to be available:
 - Receipt number (three letters + ten numbers)
 - <https://egov.uscis.gov/cris/jsps/index.jsp>
- Telephone:
 - 1-800-375-5283
 - The following information needs to be available:
 - Receipt number (three letters + ten numbers)

In writing for applications or cases submitted to a Field Office

- See Appendix 3 for mailing addresses
- Include the following information:
 - Your current name and address (if different from the application, write your name and address as it appears)
 - Any A-number (8 or 9 digit number following the letter "A")
 - Your date of birth
 - The date and place where the application was filed
 - Any other receipt number from any receipt notice
 - A copy of the most recent notice sent to you
 - Date and office where the fingerprinting took place
 - Date and office where the interview took place
 - The applicant must sign and date the request letter
 - Mark the envelope: ATTN: Status Inquiry

Applications filed at a local USCIS Office

- Telephone:
 - Only contact the USCIS if your application has been pending for longer than the time indicated on the receipt
 - Call 1-800-375-5283 (National Customer Service Center)
 - Have the following information available:
 - The A-Number
 - Any receipt number(s)
 - Last notice received about your case
- Personal visits to the local USCIS office:
 - Bring the following information:
 - Any A-number assigned to your case
 - Date application was filed
 - Time application was filed
 - Any receipt number received
 - Any notice received
 - Date and office where the fingerprinting took place
 - Date and office where the interview took place

- In writing to the local USCIS office:
 - Include your current name and address (if different from the application, write your name and address as it appears)
 - Any A-number (8 or 9 digit number following the letter "A")
 - Your date of birth
 - The date and place where the application was filed
 - Any other receipt number from any receipt notice
 - A copy of the most recent notice sent to you
 - Date and office where the fingerprinting took place
 - Date and office where the interview took place
 - The applicant must sign and date the request letter
 - Mark the envelope: ATTN: Status Inquiry

Change of Address:

- Applicants that have changed address while their application is being processed must update their address with the USCIS
- The process differs depending on where the application was filed and the citizenship of the applicant:
 - Applications or petitions filed at a Service Center:
 - U.S. citizens that filed an application or petition with a Service Center should call the National Customer Service Center at 1-800-375-5283 and update their address over the phone
 - Non-U.S. citizens that filed an application or petition with a Service Center must call the National Customer Service Center at 1-800-375-5283 and update their address over the phone and submit form AR-11 (Change of Address)
 - Applications filed at a Field Office require:
 - Submission of Form AR-11 (Change of Address)
 - In writing:
 - Include the name as spelled in the application
 - The A-number
 - Your previous and new address
 - The letter must be marked: "ATTN: CHANGE OF ADDRESS"
 - Write the address like this:
USCIS _____ District Office
(for example, Boston District Office)
123 Main Street, City, State, Zip
ATTN: Change of Address

APPENDIX 6

Do I need an Immigration Attorney?

You may wonder if an immigration attorney is necessary in order to successfully file your application. This appendix will cover some facts about immigration lawyers and why you should or should not file your application with the assistance of an attorney.

There are a number of do-it-yourself immigration packages where you do all the work including this immigration package. Nevertheless, due to the number of choices available there is also more room for mistakes. The catch is that you must stay well informed in order to be sure you are not breaking any rules or submitting an incomplete application.

With the help of the Internet, long distance client/attorney relationships are available. One good reason for going with a lawyer is to ensure that your case is in good hands and being processed correctly. However, a lawyer who is not an expert in your case can make matters worse and you may have been better off on your own.

A good immigration attorney knows what questions to ask in order to file your application correctly. However, it is advisable to learn the basics yourself. Staying informed will help you follow the application process carefully and possibly spot mistakes that can jeopardize your application. You cannot have full control over your own situation, but at least you know what is going on and what to expect in the future.

We recommend you study this application guide carefully. You are able to do everything yourself, but if you have questions or concerns we recommend you consult with the United States Consulate or Embassy in your country. If you are already in the United States, call the USCIS toll free number or visit your local USCIS office. Contact information can be found in a different appendix in this information guide.

APPENDIX 7

Glossary of Terms

A" Number	The term used on the Alien Registration number. An "A" number is issued to all aliens applying for permanent residence.
Academic Training	This type of training is for students on a J-1 visa. The training is similar to students on an F-1 visa doing the Optional Professional Training (OPT). However, academic training is only for J-1 visa holders.
Acquired Citizenship	Citizenship bestowed at birth on children who are born overseas to U.S. citizen parent(s).
Act	Act means the "Immigration and Nationality Act" (or INA), as amended.
ACWIA	American Competitiveness and Workforce Improvement Act of 1998.
Adjudication	The term describing the USCIS process of reviewing and processing applications and petitions.
Admission	Admission in immigration terms is related to the lawful entry into the United States after inspection and authorization by an immigration officer. Note that admission does exclude a person who is paroled or permitted to land temporarily.
Adjustment of Immigrant Status	A process that permits a number of foreigners who are already in the United States to apply for immigrant status. Foreigners who enter the United States as nonimmigrants, refugees, or parolees might have their status altered to that of legal permanent resident if they are qualified to obtain an immigrant visa and one is available right away. If the status is changed successfully, the alien is considered an immigrant as of the date of the adjustment regardless if the alien may have been in the United States for a long period of time.
Admission Number	The particular number is found on your I-94 card, which will change every time you enter the United States. Remember to give this card back once you leave the U.S. so there is a record of your U.S. entry and departure.
Advance parole	The term used for legal permission to leave the United States and re-enter during the adjustment of the individual's status procedures.
Affidavit of Support	The affidavit of support is a sworn document provided by an individual who will provide financial support to an alien that seeks to adjust existing status or enter the United States. In some cases, the Affidavit of Support is required and needs to be included as a part of the petition process. There are two Affidavits of Support: Form I-864 and Form I-134. The law and regulations must be consulted to learn the appropriate use and requirements for each.
Aggravated Felon	The description of an individual who has been convicted of any of numerous crimes set forth in INA Section 101(a)(43), 8 USC Section 1101. Aggravated felon status creates numerous substantive and procedural disabilities with respect to asylum, admissibility, removal, judicial review, etc., as set forth in INA Sections 298, 212, 237 - 242, 8 USC Sections 1158, 1182.
Agricultural Worker	An agricultural worker is a foreign worker who is coming to the United States to carry out agricultural work or services, as defined by the Secretary of Labor, for a temporary period of time as a nonimmigrant.
AILA	Abbreviation for American Immigration Lawyers Association.
Alien	Any person who is not a citizen or national of the United States of America; foreigner.
Aliens Previously Removed	A term used to describe the inadmissibility for individuals previously removed from anywhere between 5 to 20 years, depending upon the circumstances of each case. INA Section 212(a)(9)(A), 8 USC Section 1182.
Amerasian Act	Public Law 97-359 (Act of 10/22/82) that permits certain Amerasian children to immigrate to the United States. An alien must have been born in Cambodia, Korea, Laos, Thailand, or Vietnam after December 31, 1950, and before October 22, 1982, and have been fathered by a U.S. citizen for him/her to meet the requirements for benefits under this law.

Amerasian (Vietnam)	Immigrant visas are granted to Amerasians under Public Law 100-202 (Act of 12/22/87). This law grants aliens who are born in Vietnam after January 1, 1962, and before January 1, 1976 admission to the United States provided he/she was fathered by a U.S. citizen. The alien may be accompanied by spouses, children, and parents or guardians.
Applicant	The individual applying for visa, change of status or citizenship.
Application for	Immigrant Visa and Alien Registration The procedures for applying for immigrant status through a U.S. consulate.
Application Support Centers	USCIS applications for Naturalization or to Register Permanent Residence or Adjust Status necessitate the USCIS to carry out a FBI fingerprint background check on the applicant. Most applicants that require a background check have to be present for one at a specific Application Support Center (ASC) or Designated Law Enforcement Agency (DLEA) for fingerprinting purposes.
Apprehension	Apprehension refers to arresting a removable foreigner by U.S. Immigration and Customs Enforcement (ICE).
ASC	Abbreviation for INS/USCIS Application Support Center
Asylee	A foreigner in the United States or at a port-of-entry who is established to be incapable or reluctant to go back to his or her country of nationality, or to ask for the protection from that country because of persecution or a well-substantiated fear of persecution. The reasons for fear of persecution have to be the foreigner's race, religion, nationality, membership in a unique social group, or political views. The country of nationality is considered to be the country in which the foreigner most recently lived for those without any nationality. Asylees are entitled to adjust to the legal permanent resident category after one year of continuous presence in the United States. This category is limited to 10,000 adjustments per fiscal year.
BCIS	BCIS stands for the Bureau of Citizenship and Immigration Services.
Beneficiaries	Foreigners who obtain lawful immigration statuses as a result of their relationship to U.S. citizens, lawful permanent residents, or U.S. employers.
BIA	Abbreviation for Board of Immigrant Appeals.
Bona Fide	Genuine or authentic.
Border Crosser	Border crosser is a foreign resident who reenters the United States after being not present for less than six months in Canada or Mexico. It also refers to a nonresident alien who reenters the United States via the Canadian border for stays that are less than six months or across the Mexican border for stays that are less than 72 hours.
Business Nonimmigrant	A foreigner who enters the United States on a temporary basis to take part in commercial deals that do not involve lucrative work in the United States such as someone who is involved in international commerce on behalf of a foreign company.
Cancellation of Removal	It is a legal procedure undertaken in front of an immigration judge in order to adjust the status of a foreigner from deportable to a legal permanent resident.
Certificate of Citizenship	It is a legal document that is issued to derivative citizens and foreigners who obtained U.S. citizenship in order to prove identity and U.S. citizenship.
Certificate of Naturalization	An official document which is issued by the Department of Homeland Security. The certificate is the proof that an individual has become a U.S. citizen (naturalized) after immigration to the United States.
Change of Status	The application process of changing status from one immigration status to another immigration status.
CIS	The abbreviation for "Citizenship and Immigration Services". See BCIS or USCIS.
Citizenship	Normally citizenship describes the country that a person is born in. However, a person can change citizenship in a process called naturalization.
Civil Surgeons	Doctors trained and certified by the U.S. Citizenship and Immigration Service. These are the doctors you should go to if USCIS asks you for immigration examinations.

Conditional Resident	Conditional residents are those foreigners who have conditional permanent resident status such as the spouse of an American citizen. They are usually required to formally request the elimination of the set conditions before the second anniversary of the approval of his or her conditional status.
Consul	A diplomat appointed by the United States government to protect its commercial interests and help its citizens in a foreign country. The consul is also responsible for issuing visas to non-U.S. citizens who wish to travel to the United States.
Consular Processing	This is the application process an alien goes through to apply for permanent residency at a U.S. Consulate in his or her home country. The applicant must have an approved I-140 in addition to an immigrant number.
Consulate	Official United States government office located in foreign country. Consulates deal with foreign trade and visa issues. Consulates are normally located in major cities.
Continuity of Residence	When an alien is seeking U.S. residency, an absence of more than one year will automatically lead to a break of the continuity of the alien's residence. The consequence of breaking the continuity is that the alien must begin the process all over again. While an applicant can get permission to leave the U.S. during the residency period, it is generally not recommended to do so.
Conviction	The process of a formal judgment of guilt entered by a court of competent jurisdiction.
CPT	CPT stands for Curricular Practical Training. CPT is a description for off-campus work permission granted to foreigners going to school or university in the U.S. where the work is a part of an internship.
Crewman	An alien who serves in a capacity obligatory for typical operations and service on board of a vessel or airplane.
CSC	Abbreviation for California Service Center
Department of State	The Department of State is an Executive Branch Department with jurisdiction over non-domestic issues. It is the government agency responsible for managing the United States foreign affairs.
Departure under Safeguards	The physical observation of an unlawful foreigner departing the United States by a U.S. Immigration and Customs Enforcement officer.
Dependent	An official term used on the spouse and children of the principal applicant.
Deportable Alien	A deportable alien is anybody who entered the United States illegally or legally, but breached the terms of his/ her classification or status later on.
Deportation	Deportation is the legal act of removing an alien from the United States after he/she has been found removable for infringing the immigration laws. Deportation is ordered by an immigration judge without any kind of punishment.
Derivative Citizenship	U.S. citizenship passed on to children through the naturalization of parents or to foreign-born children adopted by U.S. citizen parents.
DHS	Abbreviation for Department of Homeland Security
District	Geographic regions into which the United States and its territories are divided for Immigration and Naturalization Services' purposes.
Diversity	A category of immigrants from underrepresented countries and countries unfavorably affected by the Immigration and Nationality Act Amendments of 1965. The main goal of diversity visas is to increase immigrants from such countries.
Diversity Country	The description of a country that has low rates of immigration to the United States. The citizens of a diversity country can enter in the diversity visa program.
Diversity Immigrant Visa Program	The United States Government issues 50,000 Green Cards every year through the Diversity Immigrant Visa Program, commonly known as the Green Card Lottery. Applicants are selected randomly by a computer-generated drawing.
Docket Control	The USCIS means for following the case status of possible removable foreigners.
DOL	DOL is an acronym for the Department of Labor of the United States.
DOS	Abbreviation for Department of State

Dual Intent	Dual intent is the process of nonimmigrants in E, H, and L status that may simultaneously have intent to stay in the U.S. temporarily or permanently.
EAD	An Employment Authorization Document (EAD) is a work authorization card that is issued by the USCIS. The EAD is the size and shape of driver's license.
Embassy	Official United States government office located in foreign country. Embassies are usually located in the capital of the country. Embassies deal with political, economic, and visa issues. The local ambassador is in charge of the Embassy.
Employer Sanctions	U.S. employers who hire illegal immigrants are subject to civil fines or criminal penalties if a pattern of violations is found.
Employment Authorization Letter	An employment letter is needed for employees who wish to be sponsored for nonimmigrant work status or permanent resident status. The letter is completed by the sponsoring employer.
Entry Visa	The visa that the U.S. State Department adds to a page in an individual's passport. The granting of an entry visa means that the U.S. State Department is eligible to enter the U.S. for a particular purpose. Note that an expired visa does not affect an individual's legal stay in the U.S. As long as the I-94 card is valid, the visa can be expired. However, if the individual leaves the U.S., a valid visa is necessary to enter again. One cannot enter the U.S. with an expired visa.
Exchange Visitor	An exchange visitor is a foreigner who enters the United States as a partaker in an official program by the Secretary of State for the purpose temporarily. Some of the activities could be teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, or receiving training.
Exclusion	Exclusion is the official term for denying an alien entry into the United States either through an expedited removal procedure or through removal proceedings in the presence of an immigration judge.
Extension of Stay	The term used to describe the application process of extending the stay period listed on Form I-94.
F-1 Status	F-1 is the visa type used by international students to enter the United States. The I-94 Form in the passport will be marked with the letters "F-1" and "D/S". D/S stands for "Duration of Status".
Fiance of U.S. Citizen	A nonimmigrant foreigner who enters the United States to finalize a valid marriage within ninety days of her/his entry with a U.S. citizen
Files Control Office	An USCIS field office is either a district or a sub-office of that district where foreigners' case files are maintained and controlled.
Fiscal Year	The fiscal year starts October 1 and ends in September 30.
Foreign Affairs Manual (FAM)	The abbreviation for Foreign Affairs Manual Chapter 41, which relates to nonimmigrant visas. Chapter 42 covers immigrant visas.
Foreign Alien/National	Any person born outside the U.S. who is not a U.S. citizen or permanent resident.
Foreign Government Official	Foreigners who are accredited by a foreign government to work as diplomats, public ministers, career diplomatic or consular officials, other accredited officers, or assistants, servants or personal employees of accredited officials, and their spouses and dependent children. These officials enter the United States for a temporary period as nonimmigrants.
Foreign Information Media Representative	A foreigner who enters the United States temporarily as a bona fide envoy of foreign press, radio, film, or other foreign information media and the foreigner's spouse and dependent children.
Foreign State of Chargeability	The independent country that an immigrant under the preference scheme is credited to.
Form DS- 2019	This is a document that the university or school a person is attending provides to the new student which allows he or she to enter the U.S. legally through a J-1 visa.
General Naturalization Provisions	The General provisions that every naturalization applicant must meet such as being 18 years of age, a legal permanent resident with five years of continuous residence in the United States who have been physically present in the country for half that period and who have a good character for at least that period.

Geographic Area of Chargeability	This term refers to Africa, East Asia, Latin America and the Caribbean, Near East and South Asia, and the former Soviet Union and Eastern Europe. The world is divided into these areas for the preliminary admittance of refugees to the United States.
Green Card	A Green Card, officially known as a Permanent Resident Card (Form I-151 or Form I-551) is evidence of lawful permanent resident status in the United States. It allows a foreign national to live, work legally, travel abroad and return to the United States. Green Card holders may also apply for U.S. citizenship after a certain period of time.
H-1B Worker	The classification of an individual who qualifies to perform a specialty occupation in the U.S. The current period is three years with an option to renew the H-1B visa for another 3 years after the first period is over.
Household Income	The calculation of the income used to determine whether a sponsor meets the minimum income requirements under Section 213A of the Immigration and Nationality Act (INA).
Immediate Relatives	Immediate relatives are spouses of U.S. citizens, unmarried citizens' children under the age 21, and parents of citizens 21 years of age or older. Immediate relatives are excused from the numerical limitations imposed on immigration to the United States
Immigrant	See Permanent Resident Alien.
Immigration Act of 1990	Public Law 101-649 that increased the numerical limitations on legal immigration to the United States: amended the reasons for exclusion and deportation, allowed provisional protected status to foreigners of some countries, amended and established new nonimmigrant entrance classes, amended and extended the Visa Waiver Pilot Program, and amended naturalization authority and requirements.
Immigration Judge	A lawyer selected by the Attorney General to perform as an administrative judge within the Executive Office for Immigration Review. Immigration Judges are also in charge of removal proceedings. INA Section 240, 8 USC Section 1229a.
Immigration and Nationality Act	The Act regulates the immigration, temporary admission, naturalization, and removal of aliens besides other U.S. immigration laws, treaties, and conventions.
Immigration Marriage Fraud Amendments of 1986	The law that discourages immigration-related marriage fraud by stipulating that foreigners who get their immigrant status based on a marriage of less than two years are conditional immigrants and should remove their conditional status by applying at an U.S. Citizenship and Immigration Services office during the 90-day period before the second-year anniversary of getting the conditional status. The conditional immigrant status may be ended and the foreigners deported if they cannot demonstrate that the marriage through which the status was obtained was and is a valid one.
Immigration Reform and Control Act (IRCA) of 1986	The law which was passed to manage and discourage illegal immigration to the United States by making illegal foreigners who had been continuously unlawfully present since 1982 legal, legalizing certain agricultural workers, punishing employers who intentionally employ undocumented workers, and increasing enforcement at U.S. borders.
Immigration Status	An individual's immigration status is noted on the I-94 card by an Immigration Inspector at the U.S. port-of-entry. During the duration of a person's stay in the U.S., this designation is very important. A visa can for example expire if this designation is changed while you are in the United States.
INA	See Immigration and Nationality Act.
Inadmissible	This term refers to a foreigner who wants to enter the United States, but does not meet the entrance criteria set in the INA. The foreigner may be then removed or permitted to remove his or her application for admission in some cases.
INS	Abbreviation of "Immigration and Naturalization Service". The INS changed its official name on March 1, 2003 to USCIS (United States Citizenship and Immigration Services). INS was an extension of the U.S. Justice Department with responsibility for the admission and control of aliens.

Intending Immigrant	The terms used to describe any beneficiary of an immigrant visa petition filed under INA Section 204. An intending immigration is any individual who will accompany or follow-to-join the principal beneficiary.
International Representative	A nonimmigrant foreigner who enters the United States temporarily as a principal or other accredited representative of a foreign government to an international organization, an international organization officer or employee, and the foreigner's spouse and unmarried children.
Intracompany Transferee	A foreigner who is engaged for at least one continuous year out of the last three by an international company and who requests to come into the United States temporarily to continue his/her work for the same employer as a manager, executive, or specialized worker, and the foreigner's spouse and unmarried children.
J-1 Exchange Visitor Visa	J-1 visas are issued to individuals who take part in a wide range of exchange visitor programs sponsored by schools, businesses and a variety of organizations and institutions. The individual's Form I-94 should be marked "J-1" in addition to the letters "D/S" (Duration of Status). The duration of stay is the period of time that is noted on Form IAP-66/DS-2019.
Joint Sponsor	The description of a person who accepts legal responsibility for supporting an immigrant with an I-864 Affidavit of Support along with the sponsor. There are certain requirements for joint sponsors: he or she must be at least 18 years of age, an American citizen or lawful permanent resident and have a domicile in the United States.
Jurisdiction	The term used to describe the level of authority to apply the law in a given territory or region.
K-1 Fiancée/Fiancé Visa	The K-1 Visa, also known as the Fiancée/Fiancé Visa, may be used by United States citizens who wish to bring their prospective husbands or wives to the United States with the intention of getting married.
Kentucky Consular Center (KCC)	KCC is a U.S. Department of State facility located in Williamsburg, Kentucky. The main task of the office is to provide domestic support to the worldwide operations of the Bureau of Consular Affairs Visa Office. KCC also manages the Diversity Visa (DV) Program.
Labor Certification	Labor certification is a condition that U.S. employers should fulfill in order to hire certain skilled workers. The certification is issued by the Secretary of Labor and includes attestations by U.S. employers as to the statistics of U.S. workers available to take on the employment sought after by foreigners, and the consequence of the foreigner's work on the wages and working conditions of U.S. workers who hold similar jobs.
Last Residence	This is a term that is frequently found on immigration and visa forms. The country of your "Last Residence" is the country that an individual lived in before entering the United States.
Lawful Permanent Resident (LPR)	Any person who is not a citizen of the United States and who lives in the U.S. under lawfully recognized and legally recorded permanent residence as an immigrant. It's also called Permanent Resident Alien, Resident Alien Permit Holder, and Green Card Holder.
Legal Entry	The process that most visitors and foreign workers go through when entering the United States via official borders. A U.S. Immigration and Naturalization Service Official inspects your documents and grants you permission to enter the United States.
Legalization Dependents	The spouses and children of foreigners who became legal immigrants under the stipulation of the Immigration Reform and Control Act of 1986 between 1992 and 1994.
Legalized Aliens	It refers to some illegal aliens who were entitled to submit an application for temporary resident status under the legalization provision of the Immigration Reform and Control Act of 1986.
Legitimated	A child is legitimated if a natural father of a child born out of wedlock acknowledges the child through a legal procedure. A legitimated child from any country has two legal parents and cannot qualify as an orphan unless only one of the parents is living or both of the parents have deserted the child.

Medical Waiver	A medical waiver allows an immigration applicant to be allowed into, or stay in the United States even though he/ she have health conditions that makes them inadmissible.
Migrant	A migrant is an individual who departs his/her country to live in another country.
MSC	Formerly the "Missouri Service Center" but now called the "National Benefits Center" or NBC.
National	An individual who has pledged allegiance to a certain country.
National Interest Waiver (NIW)	An immigrant visa for which can apply to outstanding aliens who are exceptional in their field.
National of the United States	A national of the United States is a citizen of the United States, or a person who, though not a citizen of the United States, owes permanent allegiance to the United States. For more information, see INA Section 101(a)(22), 8 USC Section 1101(a)(22).
Nationality	The description used on an individual's citizenship or country where the person is deemed a national.
NATO (North Atlantic Treaty Organization) Official	A nonimmigrant foreigner who enters the United States temporarily as a member of the armed forces or as a civilian employed by the armed forces on assignment with a foreign government signatory to NATO, and the foreigner's spouse and unmarried children.
Naturalization	The bestowment of citizenship upon a person when he/she is born.
Naturalization Application	The form used by legal permanent residents to submit an application for U.S. citizenship.
NBC	National Benefits Center. The formerly the "Missouri Service Center".
Nonimmigrant	A foreigner who enters the United States temporarily for a specific purpose and who must fulfill two requirements: a permanent residence overseas and actual qualification for the nonimmigrant classification. Some of the nonimmigrant classifications are students, international representatives, temporary workers and trainees, exchange visitors, intracompany transferees, NATO officials, religious workers among others. Most nonimmigrants can be accompanied or joined by spouses and unmarried minor children.
Nondiversity Country	A country that has high rates of immigration to the United States. Note that passport holders of non-diversity countries cannot participate in the Diversity Visa Program. Another word for non-diversity countries are occasionally called non-qualifying or excluded countries.
Nonimmigrant status	The term used to describe an individual's status for a set period of time. It is a limited status while in the United States. The individual is not a permanent resident of the United States while on a Nonimmigrant Status.
Nonpreference Category	This category was removed by the Immigration Act of 1990 and used to grant Nonpreference visas to qualified applicants who were not entitled to a visa under the preferences categories.
North American Free-Trade Agreement (NAFTA)	The agreement that governs the mutual trading relationship between the United States and Canada and establishes a similar relationship with Mexico.
Not Subject to Numerical Limitation	This means that an alien is entitled to immigrant status as an immediate relative within the meaning of INA 201(b)(2)(i), or as a special immigrant within the meaning of INA 101(a)(27) (A) and (B), unless specifically subject to a limitation other than under INA 201(a), (b), or (c).
Notice of Action	A form issued by the USCIS as a proof that a petition or application is received and in process. The Notice of Action is also issued by the USCIS as a receipt for paid fees. The Notice of Action number is I-797. This is not a downloadable form, it is sent to the applicant by the USCIS.
NSC	Nebraska Service Center
Numerical Limit, Exempt from	Those foreigners granted lawful permanent resident statuses and that are usually exempt from numerical limits set by the Immigration Act of 1990. Exempt categories consist of immediate relatives of U.S. citizens, refugees, asylees, Amerasians, aliens adjusted under the legalization provisions of the Immigration Reform and Control Act of 1986, and certain parolees from the former Soviet

	Union and Indochina.
Nursing Relief Act of 1989	The act allows H-1 nonimmigrant registered nurses to become legal permanent residents if they had been employed as nurses for at least 3 years and who meet certain labor certification requirements.
OPT	OPT stands for Optional Practical Training. OPT is an opportunity for foreign students to work a year off-campus. A new OPT can be received at different study levels.
Parolee	A parolee is a foreigner who appears to be inadmissible to the inspecting officer; however, he/she is permitted to enter the United States for urgent humanitarian reasons or when that foreigner's admittance is deemed to be of an important public benefit. Parole is not an official right of entry to the United States and grants temporary status only, which require parolees to leave when the conditions supporting their parole stop to exist.
Passport	A document that is issued by the government of the country of your citizenship. Passports have expiry dates, and while you travel in the U.S. your passport must remain valid throughout the entire duration of your stay.
Per-Country Limit	The number limits family-sponsored and employment-based preference visas that can be issued to citizens of any country in a fiscal year.
Permanent Resident	Any person who is not a citizen of the United States and who lives in the U.S. under lawfully recognized and legally recorded permanent residence as an immigrant. It is also called Permanent Resident Alien, Resident Alien Permit Holder, and Green Card Holder.
Petition	A generic word used to describe the forms used by the USCIS to determine eligibility for different visa categories.
Port-of-entry	Any location in the United States or its territories where foreigners and U.S. citizens alike can enter the United States such as airports and border crossings.
Practical Training	A work program designed to let foreign students work in the United States while attaining their university degree or after attaining their degree.
Pre-Inspection	The process of inspecting airport passengers before departing from foreign countries to the United States. However, the United States immigration does not require inspection upon arrival.
Preference System (Immigration Act of 1990)	The nine classes under which the family-sponsored and employment-based immigrant preference visas are granted as of 1992.
Principal Alien	It is the foreigner who submits an application for immigrant status and from whom another foreigner may get lawful status under immigration law or regulations such as spouses and children. The principal is the primary person applying as opposed to dependent. Example; TN is a principal classification, and TD is the dependent classification.
Priority Date	This term refers to the date a petition is filed during a USCIS Immigrant visa application process. If the foreigner relative has a priority date on or before the date listed in the visa bulletin, then he or she is currently eligible for a visa.
Quota system	The system used to limit the number of visas available to each country for particular visa classifications.
Re-Entry Permit	A declaration of an individual's intention to maintain U.S. permanent residence during prolonged absence from the United States. Its official name is "Form I-131, Application for Travel Document." - Note that the alien must be physically present in the United States to file an application for a re-entry permit.
Refugee	A refugee is anybody who is incapable or reluctant to go back to his/her country of nationality while they are in another country because he/she will be persecuted or afraid of being persecuted. The reasons for persecution or fear of persecution have to be the foreigner's race, religion, nationality, membership in a unique social group, or political views. The country of nationality is considered to be the country in which the foreigner most recently lived for those without nationality. Refugees are entitled to adjust to the legal permanent resident category after one year of continuous presence in the United States.
Refugee Approvals	The number of refugees that are permitted to be admitted into the United States

	during a fiscal year.
Refugee Arrivals	The number of refugees that actually entered the United States during a fiscal year.
Refugee Authorized Admissions	The ceiling number of refugees allowable to come into the United States during a fiscal year which is decided by the President of the United States after consulting with Congress.
Refugee-Parolee	Refugee- parolees are those individuals who eligible for provisional admittance to the United States between February 1970 and April 1980, but could not be accepted because of insufficient numbers of seventh preference visas. As a consequence, these individuals entered the United States as parolees.
Regional Offices	There are three USCIS Regional Offices that supervise the work of USCIS Districts and Border Patrol Sectors. They are located in Burlington, VT, for the Eastern Region, Dallas, TX, for the Central Region, and Laguna Niguel, CA, for the Western Region.
Registry Date	Aliens who have continuously resided in the United States since January 1, 1972, are of good moral character, and are not inadmissible, are eligible to adjust to legal permanent resident status under the registry provision. Before the Immigration Reform and Control Act of 1986 amended the date, aliens had to have been in the country continuously since June 30, 1948 to qualify.
Regulation	A rule which is established under the provisions of INA 104(a). The rule is further duly published in the Federal Register.
Removal	The process of removing foreigners from the United States which justified because they are found to be either inadmissible or deportable.
Request for Evidence (RFE)	A letter that the USCIS uses to request additional information on a pending case.
Resident Alien	Any person who is not a citizen of the United States and who lives in the U.S. under lawfully recognized and legally recorded permanent residence as an immigrant. It is also called Permanent Resident Alien, Resident Alien Permit Holder, and Green Card Holder.
Service Centers	There are four service offices in the United States that are responsible for filing, data entry, and arbitration of some applications for immigration services and benefits. Service Centers are not staffed to receive walk-in applications or questions so all applications have to be mailed.
SEVIS	SEVIS stands for "The Student Exchange Visitor Information System". This particular system is used by the federal government to monitor student visas in the United States.
Special Agricultural Workers (SAW)	Foreigners who worked in perishable agricultural commodities for a specified period of time and were allowed to enter the United States for short-term and then became permanent residents under a provision of the Immigration Reform and Control Act of 1986.
Special Immigrants	Some classes of immigrants who were excepted from numerical restrictions before fiscal year 1992 and subject to control under the employment-based fourth preference beginning in 1992 such as persons who lost citizenship by marriage, persons who lost citizenship by serving in foreign armed forces and so forth.
Sponsored Immigrant	An immigrant on whose behalf a sponsor has executed an affidavit of support. The affidavit of support includes any spouse or child who will accompany or follow-to-join the beneficiary of an immigrant visa petition filed by a sponsor.
Stowaway	A foreigner who comes secretly to the United States by hiding in an airplane or ship without being officially authorized to enter. Such a person will be denied admission and will be returned to the point of embarkation by the transporter.
Subject to the Numerical Limit	The classes of legal immigrants subject to numerical limitations under the provisions of the flexible numerical limit of 675,000 set by the Immigration Act of 1990. The largest classes are the family-sponsored preferences, employment-based preferences, and diversity immigrants.
Suspension of Deportation	A remedy in deportation proceedings which must be initiated before removal proceedings began under the Illegal Immigration Reform and Immigrant

Responsibility Act of 1996 [IIRAIRA] on April 1, 1997. It involves certain individuals who have been in the U.S. for 7 or 10 years and who met other criteria as set forth in former INA Section 244(a).

Temporary Protected Status (TPS)	The TPS sets up a legislative foundation for permitting a group of people provisional refuge in the United States. The Attorney General may select nationals of a foreign country to be entitled for TPS with a finding that conditions in that country present a risk to personal safety because of continuing armed wars or a natural catastrophe. TPS is allowed for periods of 6 to 18 months in the beginning and may be extended depending on the situation. Removal procedures are generally suspended against foreigners while they are in Temporary Protected Status.
Temporary Worker	Nonimmigrant temporary worker classes of admission, who come to the United States to work temporarily.
Treaty Trader or Investor	A nonimmigrant foreigner coming to the United States, under the provisions of a treaty of commerce and navigation between the United States and the foreign state of such alien, to perform extensive trading or to manage the business in which he/she has invested a considerable sum of money in addition to the spouse and unmarried minor children.
United States-Canada Free-Trade Agreement	The agreement that governs the mutual trading relationship between the United States and Canada and establishes a similar relationship with Mexico.
USCIS	USCIS is abbreviated for United States Citizenship and Immigration Services. It is a bureau created under the Department of Homeland Security. The former official name was INS, but INS was replaced by USCIS on 3/1/2003.
Visa	A United States visa grants the holder the right to apply for entry to the United States, but does not grant the visa holder the right to enter the United States. Entry can be refused at the port-of-entry. The Department of State (DOS) is in charge of visa administration at U.S. Embassies and Consulates outside of the U.S. The Department of Homeland Security (DHS), Bureau of Customs and Border Protection (CBP) immigration inspectors decide admittance, duration of stay and conditions in the U.S. at a port-of-entry. DHS immigration inspectors will record the terms of your admission on your I-94 or I-94W and in your passport upon approval of entry.
Visa Waiver Program	The program permits citizens of certain countries to enter the U.S. for business or pleasure up to 90 days. The following countries are currently in the visa waiver program: Andorra, Austria, Australia, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom.
VSC	Vermont Service Center.
Western Hemisphere	Used on North America, Central America, South America, and the adjacent islands according to INA 101(b)(5).
Work Permit	A work permit is normally used to describe an Employment Authorization Document.

APPENDIX 8

Adobe Acrobat Help

Adobe Acrobat is software that supports Portable Document Format (PDF) files. Adobe Reader (formerly called Adobe Acrobat Reader) is available as a free download from Adobe's website. Adobe Reader allows the viewing and printing of PDF files. It is recommended to have the latest version of Adobe Reader installed on your computer to properly view and print PDF files. You should have at least version 7, preferably version 8 installed on your computer to properly view and print PDF files.

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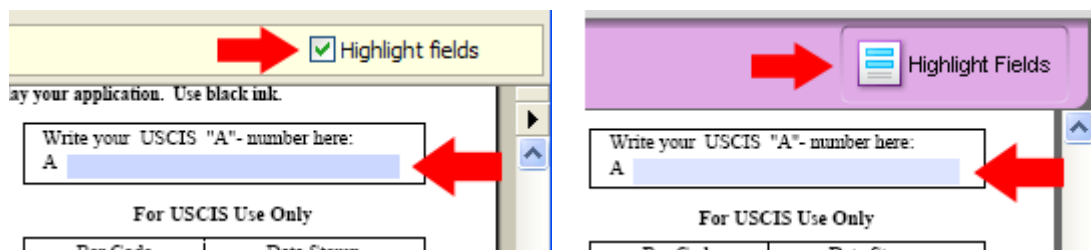
How to Check for Updates:

1. Open Adobe Acrobat Reader
2. Click on "Help" on the top menu
3. Select "Check for Updates..."
4. Follow the instructions and download any available updates

Fillable PDF Forms:

"Fillable" means that you can fill in blank fields in the PDF file, then print it. This is feature only available on the latest versions of Adobe Reader. This is a convenient way to complete application forms. Not all application forms are fillable. However, if the application forms in the PDF file are fillable, the "Highlight Fields" option will be displayed on Adobe Reader. If you select this option, all fillable fields will be highlighted in blue.

Example of PDF files with fillable fields:



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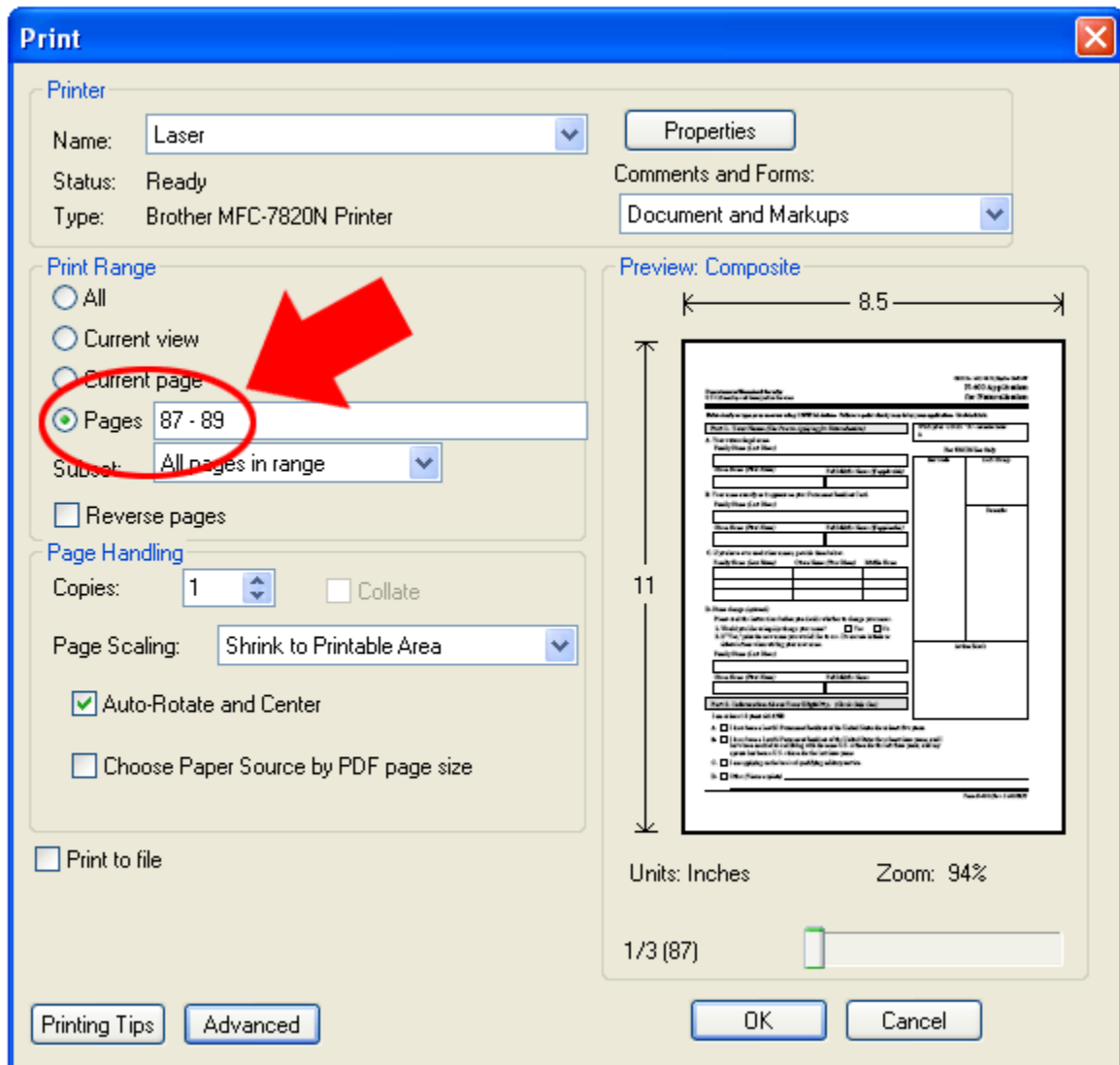
Adobe Reader Version 8

Printing Instructions:

Most users know how to print a Word document, web page or even a PDF file. You simply click on “File” then on “Print”, or you may use the “Ctrl+P” keyboard shortcut. However, you may only need to print certain pages, such as application forms at the end of a long PDF file. You don’t need to print the entire file if you only require the application forms for example. You may print only selected pages.

Follow the instructions bellow to print selected pages of a PDF file.

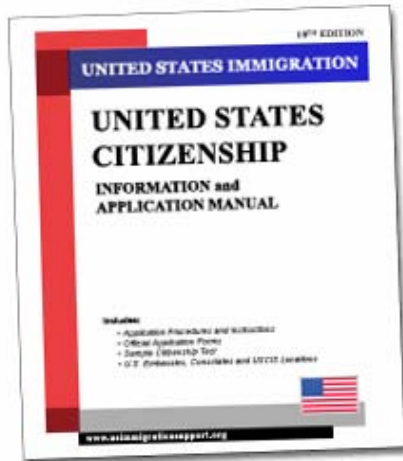
1. Click on “File” then “Print” (or use the “Ctrl+P” keyboard shortcut)
2. In the “Print Range” section select “Pages” then enter the pages you would like to print.
Example: If you wish to print all pages between 87 and 89, enter 87-89.



Note: This is a screenshot from the free Adobe Reader 8. The latest version of Adobe Reader can be found at www.adobe.com/products/acrobat/readstep2.html

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- United States Citizenship Test Study Guide
- Dual Citizenship
- Certificate of United States Citizenship/Naturalization
- Green Card through Employment
- Green Card through Investment
- Green Card through Marriage
- Green Card through Relatives
- Green Card as a Special Immigrant
- Green Card Renewal
- How to Replace a Lost or Stolen Green Card
- Green Card Lottery Application Guide
- B-1 Business Visitor Visa
- B-2 Tourist Visitor Visa
- B-1/B-2 Visa Extension of Stay
- C-1 Transit Visa
- E-1 Treaty Trader Visa
- E-2 Treaty Investor Visa
- E-3 Work Visa for Australians
- F-1 Student Visa
- H-1B Work Visa
- H-2B Work Visa
- H-3 Trainee Work Visa
- J-1 Exchange Visitor Visa
- K-1 Fiancée/Fiancé Visa
- L-1 Intracompany Transfer Visa
- R-1 Religious Worker Visa
- TN Nafta Work Visa for Canadians and Mexicans
- Visa Waiver
- Change of Address for Green Card and Visa Holders
- Asylum and Refugee Application

Additional Information Guides:

- Social Security Card
- U.S. Drivers License and State ID Card
- FOIA (Freedom of Information Act) Request
- Request a Copy of your Birth Certificate
- How to Start a Business in the United States
- How to Get a Job in the United States
- How to Get a High School Diploma in the United States
- How to Establish a Credit History and Get a Credit Card
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- Internships in the United States
- TOEFL (Test of English as a Second Language)
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G-325A, Biographic Information

(Family Name)	(First Name)	(Middle Name)	<input type="checkbox"/> Male	Birth Date (mm/dd/yyyy)	Citizenship/Nationality	File Number	
			<input type="checkbox"/> Female			A	
All Other Names Used (Including names by previous marriages)			City and Country of Birth		U.S. Social Security # (If any)		
Family Name		First Name	Date, City and Country of Birth (If known)		City and Country of Residence		
Father							
Mother							
(Maiden Name)							
Husband or Wife (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	City and Country of Birth	Date of Marriage	
						Place of Marriage	
Former Husbands or Wives (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	Date and Place of Marriage	Date and Place of Termination of Marriage	
Applicant's residence last five years. List present address first.				From		To	
Street and Number		City	Province or State	Country	Month	Year	Month Year
							Present Time
Applicant's last address outside the United States of more than one year.				From		To	
Street and Number		City	Province or State	Country	Month	Year	Month Year
Applicant's employment last five years. (If none, so state.) List present employment first.				From		To	
Full Name and Address of Employer			Occupation (Specify)	Month	Year	Month	Year
							Present Time
Show below last occupation abroad if not shown above. (Include all information requested above.)							
This form is submitted in connection with an application for:		Signature of Applicant			Date		
<input type="checkbox"/> Naturalization							
<input type="checkbox"/> Other (Specify): _____							
<input type="checkbox"/> Status as Permanent Resident							
Submit all copies of this form.		If your native alphabet is in other than Roman letters, write your name in your native alphabet below:					

Penalties: Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact.

Applicant: Be sure to put your name and Alien Registration Number in the box outlined by heavy border below.

Complete This Box (Family Name)	(Given Name)	(Middle Name)	(Alien Registration Number)

G-325A, Biographic Information

(Family Name)		(First Name)	(Middle Name)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date (mm/dd/yyyy)	Citizenship/Nationality	File Number A	
All Other Names Used (Including names by previous marriages)				City and Country of Birth		U.S. Social Security # (If any)		
Father Mother (Maiden Name)		Family Name	First Name	Date, City and Country of Birth (If known)		City and Country of Residence		
Husband or Wife (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	City and Country of Birth	Date of Marriage	Place of Marriage	
Former Husbands or Wives (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	Date and Place of Marriage	Date and Place of Termination of Marriage		
Applicant's residence last five years. List present address first.								
Street and Number				City	Province or State	Country		
						From Month Year	To Month Year	
							Present Time	
Applicant's last address outside the United States of more than one year.								
Street and Number				City	Province or State	Country		
						From Month Year	To Month Year	
Applicant's employment last five years. (If none, so state.) List present employment first.								
Full Name and Address of Employer					Occupation (Specify)	From Month Year	To Month Year	
							Present Time	
Show below last occupation abroad if not shown above. (Include all information requested above.)								
This form is submitted in connection with an application for: <input type="checkbox"/> Naturalization <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Status as Permanent Resident				Signature of Applicant				Date
Submit all copies of this form.			If your native alphabet is in other than Roman letters, write your name in your native alphabet below:					

Penalties: Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact.

Applicant: Be sure to put your name and Alien Registration Number in the box outlined by heavy border below.

Complete This Box (Family Name)	(Given Name)	(Middle Name)	(Alien Registration Number)
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G-325A, Biographic Information

(Family Name)		(First Name)	(Middle Name)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date (mm/dd/yyyy)	Citizenship/Nationality	File Number A	
All Other Names Used (Including names by previous marriages)				City and Country of Birth		U.S. Social Security # (If any)		
Father Mother (Maiden Name)		Family Name	First Name	Date, City and Country of Birth (If known)		City and Country of Residence		
Husband or Wife (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	City and Country of Birth	Date of Marriage	Place of Marriage	
Former Husbands or Wives (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	Date and Place of Marriage	Date and Place of Termination of Marriage		
Applicant's residence last five years. List present address first.								
Street and Number				City	Province or State	Country		
						From Month	To Year	
							Month	
							Year	
							Present Time	
Applicant's last address outside the United States of more than one year.								
Street and Number				City	Province or State	Country		
						From Month	To Year	
							Month	
							Year	
Applicant's employment last five years. (If none, so state.) List present employment first.								
Full Name and Address of Employer					Occupation (Specify)	From Month	To Year	
							Month	
							Year	
							Present Time	
Show below last occupation abroad if not shown above. (Include all information requested above.)								
This form is submitted in connection with an application for: <input type="checkbox"/> Naturalization <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Status as Permanent Resident				Signature of Applicant				Date
Submit all copies of this form.			If your native alphabet is in other than Roman letters, write your name in your native alphabet below:					

Penalties: Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact.

Applicant: Be sure to put your name and Alien Registration Number in the box outlined by heavy border below.

Complete This Box (Family Name)	(Given Name)	(Middle Name)	(Alien Registration Number)
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G-325A, Biographic Information

(Family Name)		(First Name)	(Middle Name)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date (mm/dd/yyyy)	Citizenship/Nationality	File Number A
All Other Names Used (Including names by previous marriages)				City and Country of Birth		U.S. Social Security # (If any)	
Father Mother (Maiden Name)		Family Name	First Name	Date, City and Country of Birth (If known)		City and Country of Residence	
Husband or Wife (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	City and Country of Birth	Date of Marriage	Place of Marriage
Former Husbands or Wives (If none, so state.)		Family Name (For wife, give maiden name)	First Name	Birth Date (mm/dd/yyyy)	Date and Place of Marriage	Date and Place of Termination of Marriage	
Applicant's residence last five years. List present address first.							
Street and Number				City	Province or State	Country	
						From Month	To Month
						Year	Year
							Present Time
Applicant's last address outside the United States of more than one year.							
Street and Number				City	Province or State	Country	
						From Month	To Month
						Year	Year
Applicant's employment last five years. (If none, so state.) List present employment first.							
Full Name and Address of Employer					Occupation (Specify)	From Month	To Month
						Year	Year
							Present Time
Show below last occupation abroad if not shown above. (Include all information requested above.)							
This form is submitted in connection with an application for: <input type="checkbox"/> Naturalization <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Status as Permanent Resident							
					Signature of Applicant		Date
Submit all copies of this form.			If your native alphabet is in other than Roman letters, write your name in your native alphabet below:				

Penalties: Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact.

Applicant: Be sure to put your name and Alien Registration Number in the box outlined by heavy border below.

Complete This Box (Family Name)	(Given Name)	(Middle Name)	(Alien Registration Number)
---------------------------------	--------------	---------------	-----------------------------

Instructions

What Is the Purpose of This Form?

Complete this biographical information form and include it with the application or petition you are submitting to U.S. Citizenship and Immigration Services (USCIS).

USCIS will use the information you provide on this form to process your application or petition. Complete and submit all copies of this form with your petition or application.

If you have any questions on how to complete the form, call our National Customer Service Center at **1-800-375-5283**.

Privacy Act Notice.

We ask for the information on this form and associated evidence to determine if you have established eligibility for the immigration benefit you are seeking. Our legal right to ask for this information is in 8 USC 1101 and 1255. We may provide this information to other Government agencies. Failure to provide this information may delay a final decision or result in denial of your application or petition.

Paperwork Reduction Act Notice.

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex.

The estimated average time to gather the requested information, complete the form and include it with the appropriate application or petition for filing purposes is 15 minutes. If you have any comments regarding the accuracy of this estimate or suggestions for making this form simpler, write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, D.C. 20529; OMB No. 1615-0008. **Do not send your form to this Washington, D.C. address.**

Instructions for I-130, Petition for Alien Relative

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

What Is the Purpose of this Form?

A citizen or lawful permanent resident of the United States may file this form with the U.S. Citizenship and Immigration Services (USCIS) to establish the existence of a relationship to certain alien relatives who wish to immigrate to the United States.

You must file a separate form for each eligible relative.

Who May File This Form I-130?

1. If you are a U.S. citizen, you may file this form for:
 - A. Your husband or wife
 - B. Your unmarried child under age 21
 - C. Your unmarried son or daughter age 21 or older
 - D. Your married son or daughter of any age;
 - E. Your brother(s) or sister(s) (you must be age 21 or older)
 - F. Your mother or father (you must be age 21 or older)
2. If you are a lawful permanent resident of U.S., you may file this form for:
 - A. Your husband or wife;
 - B. Your unmarried child under age 21
 - C. Your unmarried son or daughter age 21 or older

NOTE:

1. There is no visa category for married children of permanent residents. If an unmarried son or daughter of a permanent resident marries before the permanent resident becomes a U.S. citizen any petition filed for that son or daughter will be automatically revoked.
2. If your relative qualifies under paragraph 1(C), 1(D) or 1(E) above, separate petitions are not required for his or her husband or wife or unmarried children under 21 years of age.
3. If your relative qualifies under paragraph 2(B) or 2(C) above, separate petitions are not required for his or her unmarried children under 21 years of age.
4. The persons described above under this NOTE will be able to apply for an immigrant visa along with your relative.

Who May Not File This Form I-130?

You may not file for a person in the following categories:

1. An adoptive parent or adopted child, if the adoption took place after the child's 16th birthday, or if the child has not been in the legal custody and living with the parent(s) for at least two years.

2. A natural parent, if the United States citizen son or daughter gained permanent residence through adoption.
3. A stepparent or stepchild, if the marriage that created the relationship took place after the child's 18th birthday.
4. A husband or wife, if you and your spouse were not both physically present at the marriage ceremony, and the marriage was not consummated.
5. A husband or wife, if you gained lawful permanent resident status by virtue of a prior marriage to a United States citizen or lawful permanent resident, unless:
 - A. A period of five years has elapsed since you became a lawful permanent resident; or
 - B. You can establish by clear and convincing evidence that the prior marriage through which you gained your immigrant status was not entered into for the purpose of evading any provision of the immigration laws; or
 - C. Your prior marriage through which you gained your immigrant status was terminated by the death of your former spouse.
6. A husband or wife, if he or she was in exclusion, deportation, removal, rescission or judicial proceedings regarding his or her right to remain in the United States when the marriage took place, unless such spouse has resided outside the United States for a two-year period after the date of the marriage.
7. A husband or wife, if it has been legally determined that such an alien has attempted or conspired to enter into a marriage for the purpose of evading the immigration laws.
8. A grandparent, grandchild, nephew, niece, uncle, aunt, cousin or in-law.

General Instructions.

Step 1. Fill Out the Form I-130

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

Translations. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct, and by the translator's certification that he or she is competent to translate the foreign language into English.

Copies. If these instructions state that a copy of a document may be filed with this petition, submit a copy. If you choose to send the original, USCIS may keep that original for our records. If USCIS requires the original, it will be requested.

What Documents Do You Need to Show That You Are a United States Citizen?

1. If you were born in the United States, a copy of your birth certificate, issued by the civil registrar, vital statistics office, or other civil authority. If a birth certificate is not available **Page 3**, titled "**What If a Document Is Not Available?**"
2. A copy of your naturalization certificate or certificate of citizenship issued by USCIS or the former INS.
3. A copy of Form FS-240, Report of Birth Abroad of a Citizen of the United States, issued by an American Embassy or Consulate.
4. A copy of your unexpired U.S. passport; or
5. An original statement from a U.S. consular officer verifying that you are a U.S. citizen with a valid passport.
6. If you do not have any of the above documents and you were born in the United States, see instructions under **Page 3**, "**What If a Document Is Not Available?**"

What Documents Do You Need to Show That You Are a Permanent Resident?

If you are a permanent resident, you must file your petition with a copy of the front and back of your permanent resident card. If you have not yet received your card, submit copies of your passport biographic page and the page showing admission as a permanent resident, or other evidence of permanent resident status issued by USCIS or the former INS.

What Documents Do You Need to Prove Family Relationship?

You have to prove that there is a family relationship between you and your relative. If you are filing for:

1. **A husband or wife**, submit the following documentation:
 - A. A copy of your marriage certificate.
 - B. If either you or your spouse were previously married submit copies of documents showing that all prior marriages were legally terminated.
 - C. A passport-style color photo of yourself and a passport-style color photo of your husband or wife, taken within 30 days of the date of this petition. The photos must have a white background and be glossy unretouched and not mounted. The dimensions of the full frontal facial image should be about 1 inch from the chin to top of the hair. Using pencil or felt pen, lightly print the name (and Alien Registration Number, if known) on the back of each photograph.
 - D. A completed and signed Form G-325A, Biographic Information, for you and a Form G-325A for your husband or wife. Except for your name and signature you do not have to repeat on the Form G-325A the information given on your Form I-130 petition.
 - D. A completed and signed Form G-325A, Biographic Information, for you and a Form G-325A for your husband or wife. Except for your name and signature you do not have to repeat on the Form G-325A the information given on your Form I-130 petition.
- NOTE:** In addition to the required documentation listed above, you should submit one or more of the following types of documentation that may evidence that bona fides of your marriage:
- E. Documentation showing joint ownership or property; or
 - F. A lease showing joint tenancy of a common residence; or
 - G. Documentation showing co-mingling of financial resources; or
 - H. Birth certificate(s) of child(ren) born to you, the petitioner, and your spouse together; or
 - I. Affidavits sworn to or affirmed by third parties having personal knowledge of the bona fides of the marital relationship (Each affidavit must contain the full name and address, date and place of birth of the person making the affidavit, his or her relationship to the petitioner of beneficiary, if any, and complete information and details explaining how the person acquired his or her knowledge of your marriage); or
 - J. Any other relevant documentation to establish that there is an ongoing marital union.
2. **A child and you are the mother:** Submit a copy of the child's birth certificate showing your name and the name of your child.
 3. **A child and you are the father:** Submit a copy of the child's birth certificate showing both parents' names and your marriage certificate.
 4. A child born out of wedlock and you are the father: If the child was not legitimated before reaching 18 years old, you must file your petition with copies of evidence that a bona fide parent-child relationship existed between the father and the child before the child reached 21 years. This may include evidence that the father lived with the child, supported him or her, or otherwise showed continuing parental interest in the child's welfare.
 5. **A brother or sister:** Submit a copy of your birth certificate and a copy of your brother's or sister's birth certificate showing that you have at least one common parent. If you and your brother or sister have a common father but different mothers, submit copies of the marriage certificates of the father to each mother and copies of documents showing that any prior marriages of either your father or mothers were legally terminated. If you and your brother or sister are related through adoption or through a stepparent, or if you have a common father and either of you were not legitimated before your 18th birthday, see also **8** and **9** below.
 6. **A mother:** Submit a copy of your birth certificate showing your name and your mother's name.

7. A father: Submit a copy of your birth certificate showing the names of both parents. Also give a copy of your parents' marriage certificate establishing that your father was married to your mother before you were born, and copies of documents showing that any prior marriages of either your father or mother were legally terminated. If you are filing for a stepparent or adoptive parent, or if you are filing for your father and were not legitimated before your 18th birthday, also see **4, 8 and 9**.

8. Stepparent/stepchild: If your petition is based on a stepparent-stepchild relationship, you must file your petition with a copy of the marriage certificate of the stepparent to the child's natural parent showing that the marriage occurred before the child's 18th birthday, and copies of documents showing that any prior marriages were legally terminated.

9. Adoptive parent or adopted child: If you and the person you are filing for are related by adoption, you must submit a copy of the adoption decree(s) showing that the adoption took place before the child became 16 years old.

If you adopted the sibling of a child you already adopted, you must submit a copy of the adoption decree(s) showing that the adoption of the sibling occurred before that child's 18th birthday.

In either case, you must also submit copies of evidence that each child was in the legal custody of and resided with the parent(s) who adopted him or her for at least two years before or after adoption. Legal custody may only be granted by a court or recognized government entity and is usually granted at the time of the adoption is finalized. However, if legal custody is granted by a court or recognized government agency prior to the adoption, that time may count to fulfill the two-year legal custody requirement.

What If Your Name Has Changed?

If either you or the person you are filing for is using a name other than shown on the relevant documents, you must file your petition with copies of the legal documents that effected the change, such as a marriage certificate, adoption decree or court order.

What If a Document Is Not Available?

In such situation, submit a statement from the appropriate civil authority certifying that the document or documents are not available. You must also submit secondary evidence, including:

A. Church record: A copy of a document bearing the seal of the church, showing the baptism, dedication or comparable rite occurred within two months after birth, and showing the date and place of the child's birth, date of the religious ceremony and the names of the child's parents.

B. School record: A letter from the authority (preferably the first school attended) showing the date of admission to the school, the child's date of birth or age at that time, place of birth, and names of the parents.

C. Census record: State or Federal census record showing the names, place of birth, date of birth or the age of the person listed.

D. Affidavits: Written statements sworn to or affirmed by two persons who were living at the time and who have personal knowledge of the event you are trying to prove. For example, the date and place of birth, marriage or death. The person making the affidavit does not have to be a U.S. citizen. Each affidavit should contain the following information regarding the person making the affidavit: his or her full name, address, date and place of birth and his or her relationship to you, if any, full information concerning the event, and complete details explaining how the person acquired knowledge of the event.

Where To File?

If you reside in the United States, file this form at the USCIS Service Center having jurisdiction over your place of residence.

If you live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, U.S. Virgin Islands, Virginia or West Virginia, mail this petition to:

USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

If you live in Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, mail this petition to:

USCIS Nebraska Service Center
P.O. Box 87130
Lincoln, NE 68501-7130

If you live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail this petition to:

USCIS Texas Service Center
P.O. Box 850919
Mesquite, TX 75185-0919

If you live in Arizona, California, Guam, Hawaii or Nevada, mail this petition to:

USCIS California Service Center
P.O. Box 10130
Laguna Niguel, CA 92607-0130

NOTE: If the Form I-130 petition is being filed concurrently with Form I-485, Application to Register Permanent Residence or Adjust Status, submit both forms concurrently to:

U.S. Citizenship and Immigration Services
P.O. Box 805887
Chicago, IL 60680-4120

Or, for non-United States Postal Service (USPS) deliveries (such as overnight delivery services):

U.S. Citizenship and Immigration Services
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1098

Applicants who reside in the jurisdiction of the Baltimore, MD, USCIS District Office should submit the Form I-130 petition and the Form I-485 concurrently to:

USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

Petitioners residing abroad: If you live in Canada, file your petition at the Vermont Service Center. **Exception:** If you are a U.S. citizen residing in Canada, and you are petitioning for your spouse, child, or parent, you may file the petition at the nearest American Embassy or Consulate, except for those in Quebec City. If you reside elsewhere outside the United States, file your relative petition at the USCIS office overseas or the U.S. Embassy or Consulate having jurisdiction over the area where you live. For further information, contact the nearest American Embassy or Consulate.

What Is the Filing Fee?

The filing fee for a Form is **\$355.00**.

Use the following guidelines when you prepare your check or money order for the Form I-130:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.
 - C. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. consulate or embassy for instructions on the method of payment.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

How to Check If the Fees Are Correct.

The form fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at www.uscis.gov, select "Immigration Forms" and check the appropriate fee;

2. Review the Fee Schedule included in your form package, if you called us to request the form or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

When Will a Visa Become Available?

When a petition is approved for the husband, wife, parent or unmarried minor child of a United States citizen, these persons are classified as immediate relatives. They do not have to wait for a visa number because immediate relatives are not subject to the immigrant visa limit.

For alien relatives in preference categories, a limited number of immigrant visas are issued each year. The visas are processed in the order in which the petitions are properly filed and accepted by the USCIS. To be considered properly filed, a petition must be fully completed and signed, and the fee must be paid.

For a monthly report on the dates when immigrant visas are available, call the **U.S. Department of State at (202) 663-1541**, or visit our web site at: www.travel.state.gov.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134

For commercial overnight or fast freight services only, mail to:

U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744

Notice to Persons Filing for Spouses, If Married Less Than Two Years.

Pursuant to section 216 of the Immigration and Nationality Act, your alien spouse may be granted conditional permanent resident status in the United States as of the date he or she is admitted or adjusted to conditional status by a USCIS officer. Both you and your conditional resident spouse are required to file Form I-751, Joint Petition to Remove Conditional Basis of Alien's Permanent Resident Status, during the 90-day period immediately before the second anniversary of the date your alien spouse was granted conditional permanent resident status.

Otherwise, the rights, privileges, responsibilities and duties that apply to all other permanent residents apply equally to a conditional permanent resident. A conditional permanent resident is not limited to the right to apply for naturalization, file petitions on behalf of qualifying relatives or reside permanently in the United States as an immigrant in accordance with our nation's immigration laws.

NOTE: Failure to file the Form I-751 joint petition to remove the conditional basis of the alien spouse's permanent resident status will result in the termination of his or her permanent resident status and initiation of removal proceedings.

Processing Information.

Acceptance. Any application that is not signed or accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until accepted by USCIS.

Initial Processing. Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without the required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Requests for More Information. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer needed.

Decision. The decision on the Form I-130 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment.

InfoPass generates an electronic appointment notice that appears on the screen.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for, and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information is in 8 U.S.C. 1255. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your request.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 90 minutes per response, including the time for reviewing instructions,

completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0012. **Do not mail your application to this address.**

Checklist

- Did you answer each question on the Form I-130 petition?
- Did you sign and date the petition?
- Did you enclose the correct filing fee for each petition?
- Did you submit proof of your U.S. citizenship or lawful permanent residence?
- Did you submit other required supporting evidence?

If you are filing for your husband or wife, did you include:

- His or her photograph?
- Your completed Form G-325A?
- His or her Form G-325A?

C. Information about your alien relative (continued)

17. List husband/wife and all children of your relative.

(Name) (Relationship) (Date of Birth) (Country of Birth)

18. Address in the United States where your relative intends to live.

(Street Address) (Town or City) (State)

19. Your relative's address abroad. (Include street, city, province and country)

Phone Number (if any)

20. If your relative's native alphabet is other than Roman letters, write his or her name and foreign address in the native alphabet.

(Name) Address (Include street, city, province and country):

21. If filing for your husband/wife, give last address at which you lived together. (Include street, city, province, if any, and country):

From: To:

22. Complete the information below if your relative is in the United States and will apply for adjustment of status.

Your relative is in the United States and will apply for adjustment of status to that of a lawful permanent resident at the USCIS office in:

If your relative is not eligible for adjustment of status, he or she will apply for a visa abroad at the American consular post in:

(City) (State) (City) (Country)

NOTE: Designation of an American embassy or consulate outside the country of your relative's last residence does not guarantee acceptance for processing by that post. Acceptance is at the discretion of the designated embassy or consulate.

D. Other information

1. If separate petitions are also being submitted for other relatives, give names of each and relationship.

2. Have you ever before filed a petition for this or any other alien? Yes No

If "Yes," give name, place and date of filing and result.

WARNING: USCIS investigates claimed relationships and verifies the validity of documents. USCIS seeks criminal prosecutions when family relationships are falsified to obtain visas.

PENALTIES: By law, you may be imprisoned for not more than five years or fined \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the immigration laws. In addition, you may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting this petition.

YOUR CERTIFICATION: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information from my records that the U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit that I am seeking.

E. Signature of petitioner.

Date Phone Number ()

F. Signature of person preparing this form, if other than the petitioner.

I declare that I prepared this document at the request of the person above and that it is based on all information of which I have any knowledge.

Print Name _____ Signature _____ Date _____

Address _____ G-28 ID or VOLAG Number, if any. _____

EFFECTIVE APRIL 1, 2005
DIRECT MAIL INSTRUCTIONS FOR PERSONS FILING FORM I-131

If you live in one of these states or territories, please read this notice to determine your filing location:

ALASKA, CALIFORNIA, IDAHO, IOWA, KANSAS, MARYLAND, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO,
OKLAHOMA, OREGON, TEXAS, AND WASHINGTON

.....
AS PREVIOUSLY PUBLISHED AND REMAINS IN EFFECT - EFFECTIVE DECEMBER 1, 2004
DIRECT MAIL INSTRUCTIONS FOR PERSONS FILING FORM I-131

If you live in one of these states or territories, please read this notice to determine your filing location:

ALABAMA, ARIZONA, ARKANSAS, COLORADO, CONNECTICUT, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS,
INDIANA, KENTUCKY, LOUISIANA, MAINE, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, NEVADA, NEW
HAMPSHIRE, NEW JERSEY, NEW YORK, NORTH CAROLINA, NORTH DAKOTA, OHIO, PENNSYLVANIA, RHODE ISLAND,
SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, UTAH, VERMONT, VIRGINIA, WEST VIRGINIA, WISCONSIN,
WYOMING, AS WELL AS THE DISTRICT OF COLUMBIA, GUAM, PUERTO RICO, AND THE VIRGIN ISLANDS OF THE
UNITED STATES

The mailing address has changed for certain applicants living in the locations above and filing for certain travel authorization.

This affects aliens who apply for an Advanced Parole Document and who are filing Form I-485 under the following categories:

- Aliens who are immediate relatives of a U.S. citizen, as defined by section 201(b) of the Act, and are filing based upon an approved, concurrently filed, or pending Form I-130, Petition for Alien Relative;
- Aliens who are widow/widowers of a U.S. citizen, as described by section 201(b) of the Act (I-360 petition or an I-797 notice for the I-360 must be filed concurrently);
- Aliens described by section 203(a) of the Act as the qualifying relative of a U.S. citizen or lawful permanent resident alien, and are filing based on an approved Form I-130;
- Aliens described by section 203(d) of the Act as the derivative relatives of aliens described by section 203(a) of the Act;
- Aliens described by section 101(a)(15)(K) of the Act as the fiancé of a U.S. citizen or the minor child(ren) of such fiancé, and are filing based on an approved Form I-129F, Petition for Alien Fiancé(e);
- Aliens eligible for registry under section 249 of the Act;
- Aliens eligible under the Cuban Adjustment Act of November 2, 1965;
- Aliens described as special immigrants under sections 101(a)(27)(J), and (K) of the Act (if filing under section 101(a)(27)(J) of the Act, an I-360 petition may be filed concurrently; if filing under section 101(a)(27)(K) of the Act, I-360 petition or I-797 notice for the I-360 must be filed concurrently);
- Aliens described as Amerasians under section 204(f) of the Act (I-360 petition may be filed concurrently);
- Aliens who are beneficiaries of an approved Form I-360 as a battered spouse or child;
- Aliens who are beneficiaries of Private Bills;
- Aliens who are winners of the Diversity Visa lottery;
- Aliens from certain former Soviet and Southeast Asian countries who were paroled into the United States as public interest parolees and are eligible to adjust under Public Law 101-167, "the Lautenberg Amendment;"
- Aliens eligible under section 646 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA);
- Aliens eligible under section 13 of the Act of September 11, 1957; and
- Aliens eligible for creation of record under 8 CFR section 264.2.

These aliens must submit their Form I-131, and all supporting evidence to the Chicago Lockbox Facility listed below.

The Direct Mail address for the aliens mentioned above, applying for an Advanced Parole Document is:

U. S. Citizenship and Immigration Services
P.O. Box 805887
Chicago, IL 60680-4120

Or, for non-United States Postal Service (USPS) deliveries (e.g. private couriers):

U. S. Citizenship and Immigration Services
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1098

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

Updated Filing Address Information

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form I-131 more than 30 days after the latest edition date shown in the lower right-hand corner, please visit our website at www.uscis.gov before you file, and check the Forms and Fees page to confirm the correct filing address and version currently in use. Check the edition date located in the lower right-hand corner of the form. If the edition date on your Form I-131 matches the edition date listed for Form I-131 on the online Forms and Fees page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have internet access, call the National Customer Service Center at **1-800-375-5283** to verify the current filing address and edition date. **Improperly filed forms will be rejected and the fee returned, with instructions to resubmit the entire filing using the current form instructions.**

What Is the Purpose of This Form?

This form is used to apply to the U.S. Citizenship and Immigration Services (USCIS) for the following travel documents:

- 1. Reentry Permit** - A reentry permit allows a permanent resident or conditional resident to apply for admission to the United States upon return from abroad during the permit's validity, without having to obtain a returning resident visa from a U.S. embassy or consulate.
- 2. Refugee Travel Document** - A refugee travel document is issued to a person classified as a refugee or asylee, or to a permanent resident who obtained such status as a result of being a refugee or asylee in the United States. Persons who hold such status must have a refugee travel document to return to the United States after temporary travel abroad unless he or she is in possession of a valid advance parole document. A refugee travel document is issued by the USCIS to implement Article 28 of the United Nations Convention of July 28, 1951.
- 3. Advance Parole Document** - An advance parole document is issued solely to authorize the temporary parole of a person into the United States.

The document may be accepted by a transportation company in lieu of a visa as an authorization for the holder to travel to the United States. An advance parole document is not issued to serve in place of any required passport.

Advance parole is an extraordinary measure used sparingly to bring an otherwise inadmissible alien to the United States for a temporary period of time due to a compelling emergency. Advance parole cannot be used to circumvent the normal visa issuing procedures and is not a means to bypass delays in visa issuance.

NOTE: If you are in the United States and wish to travel abroad, you do not need to apply for advance parole if both conditions described below in numbers **1** and **2** are met:

- A.** You are in one of the following nonimmigrant categories:
 - 1.** An H-1, temporary worker, or H-4, spouse or child of an H-1; **or**
 - 2.** An L-1, intracompany transferee, or L-2, spouse or child of an L-1; **or**
 - 3.** A K-3, spouse, or K-4, child of a U.S. citizen; **or**
 - 4.** A V-2, spouse, or V-3, child of a lawful permanent resident; **and**
 - B.** A Form I-485, Application to Register Permanent Residence or Adjust Status, was filed on your behalf and is pending with the USCIS.
- However, upon returning to the United States, you must present your valid H, L, K or V nonimmigrant visa and continue to remain eligible for that status.

Who May File This Form I-131?

Each applicant must file a separate application for a travel document.

1. Reentry Permit.

- A. If you are in the United States** as a permanent resident or conditional permanent resident, you may apply for a reentry permit.

Departure from the United States before a decision is made on an application for a reentry permit does not affect the application.

Departure from the United States before a decision is made on an application for a reentry permit does not affect the application.

You must be physically present in the United States when you file the application. However, a reentry permit may be sent to a U.S. embassy or consulate or Department of Homeland Security (DHS) office abroad for you to pick up, if you request it when you file your application.

With the exception of having to obtain a returning resident visa abroad, a reentry permit does not relieve you of any of the requirements of the United States immigration laws.

If you stay outside the United States for less than one year, you are not required to apply for a reentry permit. You may reenter the United States on your Permanent Resident Card (Form I-551).

If you intend to apply in the future for naturalization, absences from the United States for one year or more will generally break the continuity of your required continuous residence in the United States. If you intend to remain outside the United States for one year or more, you should file a Form N-470, Application to Preserve Residence for Naturalization Purposes. For further information, contact your local USCIS office.

B. Validity of reentry permit.

1. Generally, a reentry permit issued to a permanent resident shall be valid for two years from the date of issuance. However, if since becoming a permanent resident you have been outside the United States for more than four of the last five years, the permit will be limited to one year, except that a permit with a validity of two years may be issued to the following:
 - a. A permanent resident whose travel is on the order of the United States government, other than an exclusion, deportation, removal or rescission order.
 - b. A permanent resident employed by a public international organization of which the United States is a member by treaty or statute.
 - c. A permanent resident who is a professional athlete and regularly competes in the United States and worldwide.
2. A reentry permit issued to a conditional resident shall be valid for two years from the date of issuance, or to the date the conditional resident must apply for removal of the conditions on his or her status, whichever date comes first.

3. A reentry permit may not be extended.

C. A reentry permit may not be issued to you if:

1. You have already been issued such a document and it is still valid, unless the prior document has been returned to the USCIS, or you can demonstrate that it was lost; **or**
2. A notice was published in the Federal Register that precludes the issuance of such a document for travel to the area where you intend to go.

NOTICE to permanent or conditional residents who remain outside the United States for more than one year: If you do not obtain a reentry permit and remain outside the United States for one year or more, it may be determined that you have abandoned your permanent or conditional resident status.

2. Refugee Travel Document.

- A. If you are in the United States** in valid refugee or asylee status, or if you are a permanent resident as a direct result of your refugee or asylee status in the United States, you may apply for a refugee travel document. Generally, you must have a refugee travel document to return to the United States after temporary travel abroad.

You must be physically present in the United States when you file the application. However, a refugee travel document may be sent to a United States embassy or consulate or DHS office abroad for you to pick up, if you request it when you file your application.

B. Validity of refugee travel document.

1. A refugee travel document shall be valid for one year.
2. A refugee travel document may not be extended.

C. A refugee travel document may not be issued to you if:

1. You have already been issued such a document and it is still valid, unless the prior document has been returned to the USCIS, or you can demonstrate that it was lost; **or**
2. A notice was published in the Federal Register that precludes the issuance of such a document for travel to the area where you intend to go.

NOTICE to permanent residents who obtain permanent residence as a result of their refugee or asylee status: If you do not obtain a reentry permit and remain outside the United States for one year or more, it may be determined that you have abandoned your permanent resident status.

3. Advance Parole Document.

Travel Warning

Before you apply for an advance parole document, read this travel warning carefully.

- A. If you have been unlawfully present in the United States for more than 180 days but less than one year and you leave before removal proceedings are started against you, you may be inadmissible for three years from the date of departure.
- B. If you have been unlawfully present in the United States for one year or more, you may be inadmissible for ten years from the date of departure regardless of whether you left before, during or after removal proceedings.
- C. Unlawful presence is defined as being in the United States without having been inspected and admitted or paroled (illegal entry), or after the period of authorized stay has expired.
- D. However, certain immigration benefits and time spent in the United States while certain applications are pending may place you in a period of authorized stay. These include, but are not limited to, a properly filed adjustment of status application, Temporary Protected Status (TPS), deferred enforced departure (DED), asylum and withholding of removal.
- E. Although advance parole may allow you to return to the United States, your departure may trigger the three-or ten-year bar, if you accrued more than 180 days of unlawful presence **BEFORE** the date you were considered to be in a period of authorized stay.
- F. Therefore, if you apply for adjustment of status after you return to the United States, resume an adjustment application that was pending before you left, or return to a status that requires you to establish that you are not inadmissible, you will need to apply for and receive a waiver of inadmissibility before your adjustment application may be approved or your status continued.
- G. Generally, only those persons who can establish extreme hardship to their U. S. citizen or lawful permanent resident spouse or parent may apply for the waiver for humanitarian reasons, to assure family unity or when it is otherwise in the public interest. (See sections 209(c), 212(a)(9) and 244(c) of the Immigration and Nationality Act for more information on unlawful presence and the available waivers.)

A. *If you are outside the United States and need to visit the United States temporarily for emergent humanitarian reasons:*

- 1. You may apply for an advance parole document. However, your application must be based on the fact that you cannot obtain the necessary visa and any required waiver of inadmissibility. Parole under these conditions is granted on a case-by-case basis for temporary entry, according to such conditions as prescribed.
- 2. A person in the United States may file this application on your behalf. In so doing, he or she should complete **Part 1** of the form with information about him or herself.

B. *If you are in the United States and seek advance parole:*

- 1. You may apply if you have an adjustment of status application pending and you seek to travel abroad for emergent personal or bona fide business reasons; **or**
- 2. You may apply if you are classified as a refugee or asylee and you seek to travel abroad for emergent personal or bona fide business reasons, or you are traveling to Canada to apply for a U.S. immigrant visa. (See **Part 2, Refugee Travel Document on Page 2 of these instructions**, for additional information on refugee/asylee travel); **or**
- 3. You may apply if you have been granted Temporary Protected Status or another immigration status that allows you to return to that status after a brief, casual and innocent absence (as defined in 8 CFR 244.1) from the United States.

C. *An advance parole document may not be issued to you if:*

- 1. You held J-1 nonimmigrant status and are subject to the two-year foreign residence requirement as a result of that status; or
- 2. You are in exclusion, deportation, removal or recission proceedings.

D. *If you travel before the advance parole document is issued, your application will be deemed abandoned if:*

- 1. You depart from the United States; or
- 2. The person seeking advance parole attempts to enter the United States before a decision is made on the application.

General Instructions.

Step 1. Fill Out the Form I-131

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

Step 2. General requirements

1. Initial Evidence.

We may request additional information or evidence, or we may request that you appear at a USCIS office for an interview. You must file your application with all the required evidence. If you do not submit the required evidence, it will delay the issuance of the document you are requesting.

All applications must include a **copy of an official photo identity document showing your photo, name and date of birth.** (Example: a valid government issued driver's license; passport identity page; Form I-551, Permanent Resident Card or any other official identity document.) The copy must **clearly** show the photo and identity information. **A Form I-94, Arrival/Departure Document, is not acceptable as a photo identity document.**

If you are applying for a:

A. Reentry Permit.

You **must** attach:

1. A copy of the front and back of your Form I-551, Permanent Resident Card; or
2. If you have not yet received your Form I-551, a copy of the biographic page(s) of your passport and a copy of the visa page showing your initial admission as a permanent resident, or other evidence that you are a permanent resident; or
3. A copy of the Form I-797, Notice of Action, approval notice of an application for replacement of your Permanent Resident Card or temporary evidence of permanent resident status.

B. Refugee Travel Document.

You **must** attach a copy of the document issued to you by the USCIS or former INS showing your refugee or asylee status and the expiration date of such status.

C. Advance Parole Document.

1. If you are in the United States, you **must** attach:

- a. A copy of any document issued to you by the USCIS or former INS showing your present status in the United States; and
- b. An explanation or other evidence showing the circumstances that warrant issuance of an advance parole document; or
- c. If you are an applicant for adjustment of status, a copy of the USCIS or former INS receipt as evidence that you filed the adjustment application;
- d. If you are traveling to Canada to apply for an immigrant visa, a copy of the U.S. consular appointment letter.

2. If you are applying for a person who is outside the United States, you **must** attach:

- a. A statement of how and by whom medical care, transportation, housing, and other expenses and subsistence needs will be met; and
- b. An Affidavit of Support (Form I-134), with evidence of the sponsor's occupation and ability to provide necessary support; and
- c. A statement explaining why a U.S. visa cannot be obtained, including when and where attempts were made to obtain a visa; and
- d. A statement explaining why a waiver of inadmissibility cannot be obtained to allow issuance of a visa, including when and where attempts were made to obtain a waiver, and a copy of any USCIS or former INS decision on your waiver request; and
- e. A copy of any decision on an immigrant petition filed for the person, and evidence regarding any pending immigrant petition; and
- f. A complete description of the emergent reasons explaining why advance parole should be authorized and including copies of any evidence you wish considered, and indicating the length of time for which the parole is requested.

2. Photographs.

A. If you are filing for a reentry permit or a refugee travel document, or if you are in the United States and filing for an advance parole document:

You **must** submit two identical color photographs of yourself taken within 30 days of the filing of this application.

The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. **NOTE: Digital photos are not acceptable.**

Passport-style photos must be 2" x 2." The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

B. If the person seeking advance parole is outside the United States:

1. If you are applying for an advance parole document and you are outside the United States, do not submit the photographs with your application. Prior to issuing the parole document, the U.S. embassy or consulate or DHS office abroad will provide you with information regarding the photograph requirements.
2. If you are filing this application for an advance parole document for another person, submit the required photographs of the person to be paroled.

Invalidation of Travel Document.

Any travel document obtained by making a material false representation or concealment in this application will be invalid.

A travel document will also be invalid if you are ordered removed or deported from the United States.

In addition, a refugee travel document will be invalid if the United Nations Convention of July 28, 1951, shall cease to apply or shall not apply to you as provided in Article 1C, D, E or F of the Convention.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Translations. Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Where To File?

E-Filing Form I-131

Certain Form I-131 filings may be electronically filed (E-filed) with USCIS. Please view our website at www.uscis.gov for a list of who is eligible to e-file this form and instructions.

1. Travel Documents.

If you are applying for a refugee travel document based on your refugee or asylum status or you are a permanent resident as a direct result of your refugee or asylee status in the U.S., file your Form I-131 with the Nebraska Service Center at the below address:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

2. Reentry Permits.

If you are a Lawful Permanent Resident or a Conditional Permanent Resident and are applying for a reentry permit, file your Form I-131 with the Nebraska Service Center at the below address:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

3. Advance Parole.

A. For adjustment of status applications (Form I-485) filed with the USCIS Chicago Lockbox Facility:

Submit Form I-131 either concurrently with Form I-485 or alone to the same address you used to file your I-485 application (a complete list of the adjustment of status applications filed with the USCIS Chicago Lockbox Facility is found on Form I-485):

USCIS Lockbox Addresses:

For United States Postal Service (USPS) deliveries:

**USCIS
P.O. Box 805887
Chicago, IL 60680-4120**

For private courier (non-USPS) deliveries:

**USCIS
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1029**

B. For battered spouses and children applying for adjustment of status:

If you are filing as a battered or abused spouse or child and you are filing your I-131 concurrently with Form I-485 send both forms to the address you will use to file Form I-485. If you are requesting advanced parole based on a pending I-485, file your Form I-131 using the same address you used to file Form I-485.

C. For special immigrant international employees:

If you are a special immigrant international organization employee or eligible relative and you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Nebraska Service Center using the following address:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

D. For aliens granted refugee or asylee status who have filed or will file an adjustment of status application:

If you have been granted refugee or asylee status and you are applying for advance parole concurrently with Form I-485 use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Service Center where your Form I-485 is pending (see addresses to the Nebraska and Texas Service Centers below).

E. For Immigrant Investors:

If you are an immigrant investor and you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Texas Service Center using the following address:

**USCIS Texas Service Center
P.O. Box 851182
Mesquite, TX 75185-1182**

E. For applicants covered under the Haitian Refugee Immigrant Fairness Act (HRIFA):

If you are either the dependent spouse or child of a HRIFA principal or a HRIFA principal who has a Form I-485 pending you may file your Form I-131 using the following address:

**USCIS Nebraska Service Center
P.O. Box 87245
Lincoln, NE 68501-7245**

F. For other adjustment of status applications (Form I-485) filed at a USCIS Service Center including the following:

1. Based on an underlying Form I-140 petition;
2. Based on an underlying Form I-360 petition not previously mentioned; **or**
3. Others not previously mentioned.

If you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Nebraska Service Center or Texas Service Center, depending on where you live.

1. Nebraska Service Center Filings:

File your Form I-131 with the Nebraska Service Center if you live in the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming.

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

2. Texas Service Center Filings:

File your Form I-131 with the Texas Service Center if you live in the following states: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia and the District of Columbia.

**USCIS Texas Service Center
P.O. Box 851182
Mesquite, TX 75185-1182**

G. For individuals with Temporary Protected Status (TPS)

If you have been granted Temporary Protected Status and you are applying for advance parole, mail Form I-131 to the Vermont Service Center, regardless of where you live in the U.S.

USCIS Vermont Service Center
Attn: I-131
75 Lower Welden Street
St. Albans, VT 05479-0001

H. For beneficiaries outside the U.S. making the request on humanitarian grounds, of a Private Bill, and in removal proceedings:

If you are:

1. The beneficiary of a Private Bill,
2. In removal proceedings or
3. Outside the U.S. and are applying for advance parole on humanitarian grounds or the request is being filed on your behalf.

Then mail Form I-131 to the following address:

U.S. Citizenship and Immigration Services
Attn: Chief, International Operations Division
(Humanitarian Parole)
20 Massachusetts Avenue, NW, Room 3300
Washington, DC 20529

I. Questions Regarding Form I-131.

For additional information about Form I-131, including how to file your application or filing locations not mentioned, call the USCIS National Customer Service Center at **1-800-375-5283** or visit our website at www.uscis.gov.

What Is the Filing Fee?

The filing fee for a Form I-131 is **\$305.00**.

Use the following guidelines when you prepare your check or money order for the Form I-131 fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

NOTE: If you filed a Form I-485, Application to Register Permanent Residence or Adjust Status, as of July 30, 2007, no fee is required to also file a request for advance parole on Form I-131. You may file the I-131 concurrently with your I-485, or you may submit the I-131 at a later date. If you file Form I-131 separately, you must also submit a copy of your Form I-797C, Notice of Action, receipt as evidence of the filing of an I-485 as of July 30, 2007.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

The form fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at www.uscis.gov, select "Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Any Form I-131 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-131 is deficient. You may correct the deficiency and resubmit the Form I-131. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form I-131 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-131.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. The decision on a Form I-131 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

What If You Claim Nonresident Alien Status on Your Federal Income Tax Return?

If you are an alien who has established residence in the United States after having been admitted as an immigrant or adjusted status to that of an immigrant, and are considering the filing of a nonresident alien tax return or the non-filing of a tax return on the ground that you are a nonresident alien, you should carefully review the consequences of such actions under the Immigration and Nationality Act.

If you file a nonresident alien tax return or fail to file a tax return, you may be regarded as having abandoned residence in the United States and as having lost your permanent resident status under the Act. As a consequence, you may be ineligible for a visa or other document for which permanent resident aliens are eligible.

You may also be inadmissible to the United States if you seek admission as a returning resident, and you may become ineligible for adjustment of status as a permanent resident or naturalization on the basis of your original entry.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment.

InfoPass generates an electronic appointment notice that appears on the screen.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-131, we will deny the Form I-131 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-131.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 55 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0013. **Do not mail your application to this address.**

I-131, Application for Travel Document

DO NOT WRITE IN THIS BLOCK

FOR USCIS USE ONLY (except G-28 block below)

Document Issued <input type="checkbox"/> Reentry Permit <input type="checkbox"/> Refugee Travel Document <input type="checkbox"/> Single Advance Parole <input type="checkbox"/> Multiple Advance Parole Valid to: _____ If Reentry Permit or Refugee Travel Document, mail to: <input type="checkbox"/> Address in Part 1 <input type="checkbox"/> American embassy/consulate at: _____ <input type="checkbox"/> Overseas DHS office at: _____	Action Block	Receipt
		<input type="checkbox"/> Document Hand Delivered On _____ By _____
		<i>To be completed by Attorney/Representative, if any.</i> Attorney State License # _____ <input type="checkbox"/> Check box if G-28 is attached.

Part 1. Information about you. (Please type or print in black ink.)

1. A # _____	2. Date of Birth (mm/dd/yyyy) _____	3. Class of Admission _____	4. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
5. Name (Family name in capital letters) _____	(First) _____	(Middle) _____	
6. Address (Number and Street) _____	Apt. # _____		
City _____	State or Province _____	Zip/Postal Code _____	Country _____
7. Country of Birth _____	8. Country of Citizenship _____	9. Social Security # (if any.) _____	

Part 2. Application type (check one).

- a. I am a permanent resident or conditional resident of the United States and I am applying for a reentry permit.
- b. I now hold U.S. refugee or asylee status and I am applying for a refugee travel document.
- c. I am a permanent resident as a direct result of refugee or asylee status and I am applying for a refugee travel document.
- d. I am applying for an advance parole document to allow me to return to the United States after temporary foreign travel.
- e. I am outside the United States and I am applying for an advance parole document.
- f. I am applying for an advance parole document for a person who is outside the United States. *If you checked box "f", provide the following information about that person:*

1. Name (Family name in capital letters) _____	(First) _____	(Middle) _____	
2. Date of Birth (mm/dd/yyyy) _____	3. Country of Birth _____	4. Country of Citizenship _____	
5. Address (Number and Street) _____	Apt. # _____	Daytime Telephone # (area/country code) _____	
City _____	State or Province _____	Zip/Postal Code _____	Country _____

INITIAL RECEIPT _____ RESUBMITTED _____ RELOCATED: Rec'd. _____ Sent _____ COMPLETED: Appy'd. _____ Denied _____ Ret'd. _____

Part 3. Processing information.

1. Date of Intended Departure (mm/dd/yyyy)

2. Expected Length of Trip

3. Are you, or any person included in this application, now in exclusion, deportation, removal or recission proceedings?

No

Yes (Name of DHS office):

If you are applying for an Advance Parole Document, skip to Part 7.

4. Have you ever before been issued a reentry permit or refugee travel? for the last document issued to you:

No

Yes (Give the following information

Date Issued (mm/dd/yyyy):

Disposition (attached, lost, etc.):

5. Where do you want this travel document sent? (Check one)

a. To the U.S. address shown in **Part 1** on the first page of this form.

b. To an American embassy or consulate at: City:

Country:

c. To a DHS office overseas at:

City:

Country:

d. If you checked "b" or "c", where should the notice to pick up the travel document be sent?

To the address shown in **Part 2** on the first page of this form.

To the address shown below:

Address (Number and Street)

Apt. #

Daytime Telephone # (area/country code)

City

State or Province

Zip/Postal Code

Country

Part 4. Information about your proposed travel.

Purpose of trip. *If you need more room, continue on a separate sheet(s) of paper.*

List the countries you intend to visit.

Part 5. Complete only if applying for a reentry permit.

Since becoming a permanent resident of the United States (or during the past five years, whichever is less) how much total time have you spent outside the United States?

less than six months

two to three years

six months to one year

three to four years

one to two years

more than four years

Since you became a permanent resident of the United States, have you ever filed a federal income tax return as a nonresident, or failed to file a federal income tax return because you considered yourself to be a nonresident? (If "Yes," give details on a separate sheet(s) of paper.)

Yes

No

Part 6. Complete only if applying for a refugee travel document.

1. Country from which you are a refugee or asylee:

If you answer "Yes" to any of the following questions, you must explain on a separate sheet(s) of paper.

2. Do you plan to travel to the above named country?

Yes

No

3. Since you were accorded refugee/asylee status, have you ever:

a. returned to the above named country?

Yes

No

b. applied for and/or obtained a national passport, passport renewal or entry permit of that country?

Yes

No

c. applied for and/or received any benefit from such country (for example, health insurance benefits).

Yes

No

4. Since you were accorded refugee/asylee status, have you, by any legal procedure or voluntary act:

a. reacquired the nationality of the above named country?

Yes

No

b. acquired a new nationality?

Yes

No

c. been granted refugee or asylee status in any other country?

Yes

No

Part 7. Complete only if applying for advance parole.

On a separate sheet(s) of paper, please explain how you qualify for an advance parole document and what circumstances warrant issuance of advance parole. Include copies of any documents you wish considered. (See instructions.)

1. For how many trips do you intend to use this document? One trip More than one trip

2. If the person intended to receive an advance parole document is outside the United States, provide the location (city and country) of the American embassy or consulate or the DHS overseas office that you want us to notify.

City Country

3. If the travel document will be delivered to an overseas office, where should the notice to pick up the document be sent:

- To the address shown in Part 2 on the first page of this form.
- To the address shown below:

Address (Number and Street) Apt. # Daytime Telephone # (area/country code)
City State or Province Zip/Postal Code Country

Part 8. Signature. *Read the information on penalties in the instructions before completing this section. If you are filing for a reentry permit or refugee travel document, you must be in the United States to file this application.*

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it are all true and correct. I authorize the release of any information from my records that the U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

Signature Date (mm/dd/yyyy) Daytime Telephone Number (with area code)

Please Note: If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested document and this application may be denied.

Part 9. Signature of person preparing form, if other than the applicant. (Sign below.)

I declare that I prepared this application at the request of the applicant and it is based on all information of which I have knowledge.

Signature Print or Type Your Name
Firm Name and Address Daytime Telephone Number (with area code)
Fax Number (if any.) Date (mm/dd/yyyy)

EFFECTIVE APRIL 1, 2005
DIRECT MAIL INSTRUCTIONS FOR PERSONS FILING FORM I-485

If you live in one of these states or territories, please read this notice to determine your filing location:

ALASKA, CALIFORNIA, IDAHO, IOWA, KANSAS, MARYLAND, MISSOURI, MONTANA, NEBRASKA, NEW MEXICO, OKLAHOMA, OREGON,
TEXAS, AND WASHINGTON

AS PREVIOUSLY PUBLISHED AND REMAINS IN EFFECT - EFFECTIVE DECEMBER 1, 2004
DIRECT MAIL INSTRUCTIONS FOR PERSONS FILING FORM I-485

If you live in one of these states or territories, please read this notice to determine your filing location:

ALABAMA, ARIZONA, ARKANSAS, COLORADO, CONNECTICUT, DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, INDIANA,
KENTUCKY, LOUISIANA, MAINE, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, NEVADA, NEW HAMPSHIRE, NEW JERSEY,
NEW YORK, NORTH CAROLINA, NORTH DAKOTA, OHIO, PENNSYLVANIA, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA,
TENNESSEE, UTAH, VERMONT, VIRGINIA, WEST VIRGINIA, WISCONSIN, WYOMING, AS WELL AS THE DISTRICT OF COLUMBIA, GUAM,
PUERTO RICO, AND THE VIRGIN ISLANDS OF THE UNITED STATES

The mailing address has changed for certain applicants living in the locations above, and filing under certain categories - please review the list below to determine if you should use this direct mail address.

This affects aliens residing in the locations above who are filing Form I-485 under the following categories:

- Aliens who are immediate relatives of a U.S. citizen, as defined by section 201(b) of the Act, and are filing based upon an approved, concurrently filed, or pending Form I-130, Petition for Alien Relative;
- Aliens who are widow/widowers of a U.S. citizen, as described by section 201(b) of the Act (I-360 petition or an I-797 notice for the I-360 must be filed concurrently);
- Aliens described by section 203(a) of the Act as the qualifying relative of a U.S. citizen or lawful permanent resident alien, and are filing based on an approved Form I-130;
- Aliens described by section 203(d) of the Act as the derivative relatives of aliens described by section 203(a) of the Act;
- Aliens described by section 101(a)(15)(K) of the Act as the fiancé of a U.S. citizen or the minor child(ren) of such fiancé, and are filing based on an approved Form I-129F, Petition for Alien Fiancé(e);
- Aliens eligible for registry under section 249 of the Act;
- Aliens eligible under the Cuban Adjustment Act of November 2, 1965;
- Aliens described as special immigrants under sections 101(a)(27)(J), and (K) of the Act (if filing under section 101(a)(27)(J) of the Act, an I-360 petition may be filed concurrently; if filing under section 101(a)(27)(K) of the Act, I-360 petition or I-797 notice for the I-360 must be filed concurrently);
- Aliens described as Amerasians under section 204(f) of the Act (I-360 petition may be filed concurrently);
- Aliens who are beneficiaries of an approved Form I-360 as a battered spouse or child;
- Aliens who are beneficiaries of Private Bills;
- Aliens who are winners of the Diversity Visa lottery;
- Aliens from certain former Soviet and Southeast Asian countries who were paroled into the United States as public interest parolees and are eligible to adjust under Public Law 101-167, "the Lautenberg Amendment;" Aliens eligible under section 646 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA);
- Aliens eligible under section 13 of the Act of September 11, 1957; and
- Aliens eligible for creation of record under 8 CFR section 264.2.

These aliens must submit their Form I-485, and all supporting evidence to the Chicago Lockbox Facility listed below.

The Direct Mail address for the aliens mentioned above, applying for adjustment of status is:

U. S. Citizenship and Immigration Services
P.O. Box 805887
Chicago, IL 60680-4120

Or, for non-United States Postal Service (USPS) deliveries (e.g. private couriers):

U. S. Citizenship and Immigration Services
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1098

**Instructions for I-485, Application to Register
Permanent Residence or Adjust Status****Updated filing Address Information**

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form I-485 more than 30 days after the latest edition date shown in the lower right-hand corner, please visit our website at www.uscis.gov before you file, and check the Forms and Fees page to confirm the correct filing address and version currently in use. Check the edition date located at the lower right-hand corner of the form. If the edition date on your Form I-485 matches the edition date listed for Form I-485 on the online Forms and Fees page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have internet access, call the National Customer Service Center at **1-800-375-5283** to verify the current filing address and edition date. **Improperly filed forms will be rejected, and the fee returned, with instructions to resubmit the entire filing using the current form instructions.**

What Is the Purpose of This Form?

This form is used by a person who is in the United States to apply to U.S. Citizenship and Immigration Services (USCIS) to adjust to permanent resident status or register for permanent residence.

This form may also be used by certain Cuban nationals to request a change in the date that their permanent residence began.

Who May File This Form I-485?**1. Based on an immigrant petition.**

You may apply to adjust your status if:

- A. An immigrant visa number is immediately available to you based on an approved immigrant petition; or
- B. You are filing this application with a completed relative petition, special immigrant juvenile petition or special immigrant military petition which if approved would make an immigrant visa number immediately available to you.

2. Based on being the spouse or child (derivative) - at the time another adjustment applicant (principal) files to adjust status or at the time a person is granted permanent resident status in an immigrant category that allows derivative status for spouses and children.

- A. **If the spouse or child is in the United States**, the individual derivatives may file their Form I-485 adjustment of status applications concurrently with the Form I-485 for the principal applicant, or file the Form I-485 at anytime after the principal is approved, if a visa number is available.

- B. **If the spouse or child is residing abroad**, the person adjusting status in the United States should file the **Form I-824, Application for Action on an Approved Application or Petition, concurrently** with the principal's adjustment of status application to allow the derivatives to immigrate to the United States without delay if the principal's adjustment of status application is approved. **The fee submitted with the Form I-824 will not be refunded if the principal's adjustment is not granted.**

3. Based on admission as the fiancé(e) of a U.S. citizen and subsequent marriage to that citizen.

- A. You may apply to adjust status if you were admitted to the United States as the K-1 fiancé(e) of a United States citizen and you married that citizen within 90 days of your entry.
- B. If you were admitted as the K-2 child of such a fiancé(e), you may apply to adjust status based on your parent's adjustment application.

4. Based on asylum status.

You may apply to adjust status after you have been granted asylum in the United States if you have been physically present in the United States for one year after the grant of asylum, provided you still qualify as an asylee or as the spouse or child of a refugee.

5. Based on refugee status.

You may apply to adjust status after you have been admitted as a refugee and have been physically present in the United States for one year following your admission, provided that your status has not been terminated.

6. Based on Cuban citizenship or nationality.

You may apply to adjust status if:

- A. You are a native or citizen of Cuba, were admitted or paroled into the United States after January 1, 1959, and thereafter have been physically present in the United States for at least one year; or

B. You are the spouse or unmarried child of a Cuban described above and regardless of your nationality, you were admitted or paroled after January 1, 1959, and thereafter have been physically present in the United States for at least one year.

7. Applying to change the date on which your permanent residence began.

If you were granted permanent residence in the United States prior to November 6, 1966, and are a native or citizen of Cuba, or you are the spouse or unmarried child of such an individual, you may ask to change the date your lawful permanent residence began to your date of arrival in the United States or May 2, 1964, whichever is later.

8. Based on continuous residence since before January 1, 1972.

You may apply for permanent residence if you have continuously resided in the United States since before January 1, 1972. This is known as "Registry."

9. Other basis of eligibility.

If you are not included in the above categories, but believe you may be eligible for adjustment or creation of record of permanent residence, contact our National Customer Service Center at **1-800-375-5283** for information on how to use the internet to make an application at your local USCIS office.

10. Who Is Not Eligible to Adjust Status.

Unless you are applying for creation of record based on continuous residence since before January 1, 1972, or adjustment of status under a category in which special rules apply (such as 245(i) adjustment, asylum adjustment, Cuban adjustment, special immigrant juvenile adjustment, or special immigrant military personnel adjustment), **you are not eligible for adjustment of status if any of the following apply to you:**

- A.** You entered the United States in transit without a visa;
- B.** You entered the United States as a nonimmigrant crewman;
- C.** You were not admitted or paroled following inspection by an immigration officer;
- D.** Your authorized stay expired before you filed this application;
- E.** You were employed in the United States, without USCIS authorization, prior to filing this application;
- F.** You failed to maintain your nonimmigrant status, other than through no fault of your own or for technical reasons; unless you are applying because you are:

- 1.** An immediate relative of a United States citizen (parent, spouse, widow, widower or unmarried child under 21 years old);
- 2.** A K-1 fiancé(e) or a K-2 fiancé(e) dependent who married the United States petitioner within 90 days of admission; or
- 3.** An H or I nonimmigrant or special immigrant (foreign medical graduates, international organization employees or their derivative family members);

- 7.** You were admitted as a K-1 fiancé(e), but did not marry the U.S. citizen who filed the petition for you, or you were admitted as the K-2 child of a fiancé(e) and your parent did not marry the United States citizen who filed the petition;
- 8.** You are or were a J-1 or J-2 exchange visitor and are subject to the two-year foreign residence requirement and you have not complied with or been granted a waiver of the requirement;
- 9.** You have A, E or G nonimmigrant status or have an occupation that would allow you to have this status, unless you complete Form I-508 (I-508F for French nationals) to waive diplomatic rights, privileges and immunities and, if you are an A or G nonimmigrant, unless you submit a completed Form I-566;
- 10.** You were admitted to Guam as a visitor under the Guam visa waiver program;
- 11.** You were admitted to the United States as a visitor under the Visa Waiver Program, unless you are applying because you are an immediate relative of a U.S. citizen (parent, spouse, widow, widower or unmarried child under 21 years old); or
- 12.** You are already a conditional permanent resident.

General Instructions.

Fill Out the Form I-485

- 1.** Type or print legibly in black ink.
- 2.** If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
- 3.** Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."
- 4.** You must file your application with the required **Initial Evidence** described below. Your application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign your application.

Translations. Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Initial Evidence.

You must file your application with the following evidence:

1. Criminal history.

- A.** If you have ever been arrested or detained by any law enforcement officer for any reason, and no charges were filed, submit:

An original official statement by the arresting agency or applicable court order confirming that no charges were filed.

- B.** If you have ever been arrested or detained by any law enforcement officer for any reason, and charges were filed, or if charges were filed against you without an arrest, submit:

An original or court-certified copy of the complete arrest record and/or disposition for each incident (e.g., dismissal order, conviction record **or** acquittal order).

- C.** If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program (such as a drug treatment or community service program), submit:

1. An original or court-certified copy of the sentencing record for each incident, **and**
2. Evidence that you completed your sentence, specifically:
 - a. An original or certified copy of your probation or parole record, or
 - b. Evidence that you completed an alternative sentencing program or rehabilitative program.

- D.** If you have ever had any arrest or conviction vacated, set aside, sealed, expunged or otherwise removed from your record, submit:

1. An original or court-certified copy of the court order vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction, **or**
2. An original statement from the court that no record exists of your arrest or conviction.

NOTE that unless a traffic incident was alcohol or drug related, you do not need to submit documentation for traffic fines and incidents that did not involve an actual arrest if the only penalty was a fine of less than \$500 and/or points on your driver's license.

2. Birth certificate.

Submit a copy of your foreign birth certificate or other record of your birth that meets the provisions of secondary evidence found in Title 8, Code of Federal Regulations (CFR), 103.2(b)(2).

3. Copy of passport page with nonimmigrant visa.

If you have obtained a nonimmigrant visa(s) from an American embassy or consulate abroad within the last year, submit a photocopy(ies) of the page(s) of your passport containing the visa(s).

4. Photos.

You **must** submit two identical color photographs of yourself taken within 30 days of the filing of this application. The photos must have a white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. They must show your full-frontal facial position with your head bare. You may wear a headdress, if required by a religious order of which you are a member. **NOTE: Digital photos are not acceptable.**

Pass-style photos must be 2" x 2". the photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

5. Biometric services.

If you are between the ages of 14 and 79, you must be fingerprinted as part of the USCIS biometric services requirement. After you have filed this application, USCIS will notify you in writing of the time and location where you must go to be fingerprinted. If necessary, USCIS may also take your photograph and signature. Failure to appear to be fingerprinted or for other biometric services may result in a denial of your application.

6. Police clearances.

If you are filing for adjustment of status as a member of a special class described in an I-485 supplement form, please read the instructions on the supplement form to see if you need to obtain and submit police clearances, in addition to the required fingerprints, with your application.

7. Medical examination.

When required, submit a medical examination report on the form you have obtained from USCIS.

A. Individuals applying for adjustment of status through a USCIS service center.

1. General:

If you are filing your adjustment of status application with a USCIS service center, include your medical examination report with the application, unless you are a refugee.

2. Refugees:

If you are applying for adjustment of status one year after you were admitted as a refugee, you only need to submit a vaccination supplement with your adjustment of status application, not the entire medical report, **unless** there were medical grounds of inadmissibility that arose during the initial examination that you had overseas.

B. Individuals applying for adjustment of status through a local USCIS office.

If you are filing your adjustment of status application with a local USCIS office include your medical examination report with the application.

8. Fiancé(e)s.

If you are a K-1 fiancé(e) or K-2 dependent who had a medical examination within the past year as required for the nonimmigrant fiancé(e) visa, you only need to submit a vaccination supplement, not the entire medical report. You may include the vaccination supplement with your adjustment of status application.

9. Persons not required to have a medical examination.

The medical report is not required if you are applying for creation of a record for admission as a lawful permanent resident under section 249 of the INA as someone who has continuously resided in the United States since January 1, 1972 (registry applicant).

13. Form G-325A, Biographic Information Sheet.

You must submit a completed Form G-325A if you are between 14 and 79 years of age.

14. Affidavit of Support/Employment Letter.

A. Affidavit of Support.

Submit an Affidavit of Support (Form I-864) if your adjustment of status application is based on your entry as a fiancé(e), a relative visa petition (Form I-130) filed by your relative, or an employment based visa petition (Form I-140) related to a business that is five percent or more owned by your family.

B. Employment Letter.

If your adjustment of status application is related to an employment based visa petition (Form I-140), you must submit a letter on the letterhead of the petitioning employer which confirms that the job on which the visa petition is based is still available to you. The letter must also state the salary that will be paid.

NOTE: The affidavit of support and/or employment letter are not required if you are applying for creation of a record based on continuous residence since before January 1, 1972, asylum or refugee adjustment, or a Cuban citizen or a spouse or unmarried child of a Cuban citizen who was admitted after January 1, 1959.

15. Evidence of eligibility.

A. Based on an immigrant petition.

Attach a copy of the approval notice for an immigrant petition that makes a visa number immediately available to you, or submit a complete relative, special immigrant juvenile, or special immigrant military petition which, if approved, will make a visa number immediately available to you.

B. Based on admission as the K-1 fiancé(e) of a U. S. citizen and subsequent marriage to that citizen.

Attach a copy of the fiancé(e) petition approval notice, a copy of your marriage certificate and your Form I-94.

C. Based on asylum status.

Attach a copy of the letter or Form I-94 that shows the date you were granted asylum.

D. Based on continuous residence in the United States since before January 1, 1972.

Attach copies of evidence that shows continuous residence since before January 1, 1972.

16. Based on Cuban citizenship or nationality.

Attach evidence of your citizenship or nationality, such as a copy of your passport, birth certificate or travel document.

17. Based on derivative status as the spouse or child of another adjustment applicant or person granted permanent residence based on issuance of an immigrant visa.

File your application with the application of the other applicant, or with evidence that the application is pending with USCIS or was approved, or with evidence that your spouse or parent was granted permanent residence based on an immigrant visa, and:

If you are applying as the spouse of that person, also attach a copy of your marriage certificate and copies of documents showing the legal termination of all other marriages by you and your spouse;

If you are applying as the child of that person, attach also a copy of your birth certificate and, if the other person is not your parent, submit copies of evidence (such as a marriage certificate and documents showing the legal termination of all other marriages and an adoption decree) to demonstrate that you qualify as his or her child.

18. Other basis for eligibility.

Attach copies of documents proving that you are eligible for the classification.

Where Should You File Form I-485?

Form I-485 USCIS Lockbox Filing Address for Local Office Filings:

If you are applying for adjustment of status under one of the eligibility categories listed below, file your Form I-485, Application to Register Permanent Residence or Adjust Status with the USCIS Lockbox Facility.

1. Spouse, parent, unmarried son/daughter under age 21 of a U.S. Citizen with an approved or concurrently filed Form I-130;
2. Beneficiary of an approved Form I-130 filed by a qualifying relative;
3. Qualifying derivative, family-based beneficiary;
4. K-1 Fiancé(e) (and K-2 dependents) whose Form I-485 is based on an approved Form I-129F;
5. Applicants who are beneficiaries of an approved Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant, as a battered spouse or child;
6. Widow/widower of a U.S. Citizen with an approved or concurrently filed Form I-360;
7. Special Immigrant Military filing Form I-485 based on honorable active duty service in the U.S. armed forces with an approved or concurrently filed Form I-360;
8. Special Immigrant juvenile with a pending or concurrently filed Form I-360;
9. Amerasians with an approved or concurrently filed Form I-360;

10. Applicants eligible under the Cuban Adjustment Act of November 2, 1965.
11. Diversity lottery winner eligible to file Form I-485;
12. Public Interest Parolees from certain former Soviet and Southeast Asian countries filing Form I-485 under Public Law 101-167 (the "Lautenberg Amendment");
13. Registry applicant filing Form I-485 based on birth in the U.S. to a foreign diplomatic officer;
14. Former diplomat filing Form I-485 under Section 13 of the Immigration and Nationality Act;
15. Registry applicant filing Form I-485 based on continuous residence in the U.S. since before 01/01/72 **or**
16. Applicants who are beneficiaries of Private Bills;

USCIS Lockbox Addresses:

For United Postal Service (USPS) deliveries:

USCIS
P.O. Box 805887
Chicago, IL 60680-4120

For private couriers (non-USPS) deliveries:

USCIS
Attn: FBASI
427 S. LaSalle - 3rd Floor
Chicago, IL 60605-1029

Form I-485 Service Center Filing Addresses:

1. **Form I-485 is Based on an Underlying Form I-140, Immigrant Petition for Alien Worker:**

Adjustment of status applications filed based on a concurrently filed, pending, or approved Form I-140 must be filed with the Nebraska Service Center or the Texas Service Center, depending on where the applicant lives. If you wish to concurrently file your Form I-485 and Form I-140 an immigrant visa number must be immediately available at the time of filing.

NOTE: To facilitate acceptance and processing of Form I-485 when Form I-140 has already been approved, submit a copy of the I-140 approval notice. If Form I-140 is pending, submit copies of the Form I-140 receipt notice and the page of the DOL labor certification showing the priority date (if labor certification is required) or just a copy of the Form I-140 receipt notice (but only if a labor certification is not required).

If you live in the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, the mailing address you should use is:

USCIS
Nebraska Service Center
P. O. Box 87485
Lincoln, NE 68501-7485

If you live in the following states: Alabama, Arkansas, Connecticut, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, South Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia or Washington, DC, the mailing address you should use is:

USCIS
Texas Service Center
P. O. Box 851804
Mesquite, TX 75185-1804

2. Form I-485 is Based on an Underlying Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant:

A. Filing Address for International Organization Employee or Family Member:

Adjustment of status applications filed based on a concurrently filed, pending, or approved Form I-360 for International Organization Employee or eligible family member must be filed with the Nebraska Service Center (see address below).

B. Filing Address for Afghan and Iraqi Translators:

Adjustment of status applications filed based on an approved Form I-360 for Afghan and Iraqi Translators must be filed with the Nebraska Service Center (see address below). You cannot concurrently file Forms I-360 and I-485 for this classification.

C. Filing Address for Other I-360 Categories:

Other adjustment of status applications filed based on an approved Form I-360 for the following classifications **must** be filed with the Nebraska Service Center or the Texas Service Center, depending on where the applicant lives.

NOTE: You **cannot** concurrently file Forms I-360 and I-485 for the following classifications:

- 1. Religious Worker or Minister;**
- 2. Panama Canal Company Employment;**
- 3. U.S. Government in Canal Zone Employment;**
- 4. Special Immigrant Physician; or**
- 5. International Broadcasters.**

If you live in the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, send your application to the Nebraska Service Center:

USCIS
Nebraska Service Center
P.O. Box 87485
Lincoln, NE 68501-7485

If you live in the following states: Alabama, Arkansas, Connecticut, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, South Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia or Washington, DC, send your application to the Texas Service Center:

USCIS
Texas Service Center
P.O. Box 851804
Mesquite, TX 75185-1804

3. Form I-485 is Based on an Underlying Form I-526, Immigrant Petition by Alien Entrepreneur:

If you are an immigrant investor with an approved Form I-526, you **must** file Form I-485 with the Texas Service Center, regardless of where the business enterprise is located.

NOTE: You **cannot** concurrently file form I-526 and I-485.

USCIS
Texas Service Center
P.O. Box 851804
Mesquite, TX 75185-1804

4. Filing Address for Asylee Adjustment of Status applicants:

All asylee adjustment of status applications must be filed with the Nebraska Service Center or the Texas Service Center, depending on where the applicant lives. If you are

filing Form I-131, Application for Travel Document, to enable you to travel outside the U. S. while your adjustment of status application is pending, you should indicate that you are requesting a refugee travel document. The relating Form I-131 for a Refugee Travel document is filed with the Nebraska Service Center, regardless of the Form I-485 filing location.

If you live in the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming, the mailing address you should use is:

USCIS
Nebraska Service Center
P.O. Box 87485
Lincoln, NE 68501-7485

If you live in the following states: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, South Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia or Washington, DC, send your application to the Texas Service Center:

USCIS
Texas Service Center
P.O. Box 852211
Mesquite, TX 75185-2211

5. Filing Address for Refugee Adjustment of Status applicants:

All refugee adjustment of status applications must be filed with the Nebraska Service Center:

USCIS
Nebraska Service Center
P.O. Box 87209
Lincoln, NE 68501-7209

6. Filing Address for HRIFA dependents:

Only the dependents spouse and children of the principal granted legal status under HRIFA are eligible to apply for benefits under HRIFA. The filing period for principal HRIFA applicants has closed. All HRIFA applications for dependents must be filed at the Nebraska Service Center.

USCIS
Nebraska Service Center
P.O. Box 87245
Lincoln, NE 68501-7245

Questions Regarding Form I-485

For additional information about Form I-485, including how to file your application or filing locations not mentioned, call the USCIS National Customer Service Center at **1-800-375-5283** or visit our website at **www.uscis.gov**.

What Is the Filing Fee?

The filing fee for a Form I-485 is **\$930.00**.

An additional biometric fee of **\$80.00** is required when filing this Form I-485. After you submit Form I-485, USCIS will notify you about when and where to go for biometric services.

The fee is **\$930.00** only (no biometrics fee required) for applicants under 14 years who submits Form I-485 independent from other family members.

The fee for a child under the age fourteen years will be **\$600.00** when submitted concurrently for adjudication with the application of a parent under sections 201(b)(A)(i), 203(a)(2)(A) and 203(d) of the INA.

You may submit one check or money order for both the application and biometric fees, for a total of **\$1010.00**.

Use the following guidelines when you prepare your check or money order for the Form I-485 and the biometric service fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer of Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

NOTE: Effective July 30, 2007, if you file Form I-485 to adjust your status as a permanent resident, no additional fee is required to also file an application for employment authorization on Form I-765 and/or advance parole on Form I-131. You may file these forms concurrently. If you choose to file the I-765 and/or I-131 separately after the effective date, you must also submit a copy of your I-797C, Notice of Action, receipt as evidence of the filing of an I-485.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

The form and biometric fees on this form are current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at www.uscis.gov, select "Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

NOTE: If your Form I-485 requires payment of a biometric service fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometric fee.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Any application that is not signed or is not accompanied by the correct application fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. An application is not considered properly filed until accepted by USCIS.

Initial processing.

Once an application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Requests for more information or interview.

We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Interview.

After you file your application, you may be notified to appear at a USCIS office to answer questions about the application. You will be required to answer these questions under oath or affirmation. You must bring your Arrival-Departure Record (Form I-94) and any passport or official travel document you have to the interview.

Decision.

You will be notified in writing of the decision on your application.

Selective Service Registration.

If you are a male at least 18 years old, but not yet 26 years old, and required according to the Military Selective Service Act to register with the Selective Service System, USCIS will help you register.

When your signed application is filed and accepted by USCIS, we will transmit to the Selective Service System your name, current address, Social Security number, date of birth and the date you filed the application. This action will enable the Selective Service System to record your registration as of the filing date of your application.

If USCIS does not accept your application and, if still so required, you are responsible to register with the Selective Service System by using other means, provided you are under 26 years of age. If you have already registered, the Selective Service System will check its records to avoid any duplication.

(NOTE: Men 18 through 25 years old who are applying for student financial aid, government employment or job training benefits should register directly with the Selective Service System or such benefits may be denied. Men can register at a local post office or on the internet at <http://www.sss.gov>).

Travel outside the United States for adjustment of status applicants under sections 209 and 245 of the Act, and Registry applicants under section 249 of the Act.

Your departure from the United States (including brief visits to Canada or Mexico) constitutes an abandonment of your adjustment of status application, unless you are granted permission to depart and you are inspected upon your return to the United States. Such permission to travel is called "advance parole." To request advance parole, you must file Form I-131, Application for Travel Document, with the appropriate fee at the USCIS office where you applied for adjustment of status.

1. Exceptions.

A. H, L, V or K3/K4 nonimmigrants:

If you are an H, L, V, or K3/K4 nonimmigrant who continues to maintain his or her status, you may travel on a valid H, L, V or K3/K4 visa without obtaining advance parole.

B. Refugees and Asylees:

If you are applying for adjustment of status one year after you were admitted as a refugee or one year after you were granted asylum, you may travel outside the United States on your valid refugee travel document, if you have one, without the need to obtain advance parole.

2. Warning:

Travel outside of the United States may trigger the three and ten year bar to admission under section 212(a)(9)(B)(i) of the Act for adjustment applicants, but not registry applicants. This ground of inadmissibility is triggered if you were unlawfully present in the United States (i.e., you remained in the United States beyond the period of authorized stay) for more than 180 days before you applied for adjustment of status and you travel outside of the United States while your adjustment of status application is pending.

NOTE: Only unlawful presence that was accrued on or after April 1, 1997, counts towards the three and ten year bar under section 212(a)(9)(B)(i) of the Act.)

If you become inadmissible under section 212(a)(9)(B)(i) of the Act while your adjustment of status application is pending, you will need a waiver of inadmissibility under section 212(a)(9)(B)(v) of the Act before your adjustment of status application can be approved. This waiver, however, is granted on a case-by-case basis and in the exercise of discretion. It requires a showing of extreme hardship to your United States citizen or lawful permanent resident spouse or parent, unless you are a refugee or asylee. For refugees and asylees, the waiver may be granted for humanitarian reasons, to assure family unity or if it is otherwise in the public interest.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-485, we will deny the Form I-485 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-485.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 hours and 15 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0023. **Do not mail your application to this address.**

START HERE - Please type or print in black ink.

Part 1. Information about you.

Family Name		Given Name	Middle Name
Address- C/O			
Street Number and Name		Apt. #	
City			
State		Zip Code	
Date of Birth (mm/dd/yyyy)	Country of Birth:		
	Country of Citizenship/Nationality:		
U.S. Social Security #		A # (if any)	
Date of Last Arrival (mm/dd/yyyy)		I-94 #	
Current USCIS Status		Expires on (mm/dd/yyyy)	

Part 2. Application type. (Check one.)

I am applying for an adjustment to permanent resident status because:

- a. an immigrant petition giving me an immediately available immigrant visa number has been approved. (Attach a copy of the approval notice, or a relative, special immigrant juvenile or special immigrant military visa petition filed with this application that will give you an immediately available visa number, if approved.)
- b. my spouse or parent applied for adjustment of status or was granted lawful permanent residence in an immigrant visa category that allows derivative status for spouses and children.
- c. I entered as a K-1 fiancé(e) of a United States citizen whom I married within 90 days of entry, or I am the K-2 child of such a fiancé(e). (Attach a copy of the fiancé(e) petition approval notice and the marriage certificate).
- d. I was granted asylum or derivative asylum status as the spouse or child of a person granted asylum and am eligible for adjustment.
- e. I am a native or citizen of Cuba admitted or paroled into the United States after January 1, 1959, and thereafter have been physically present in the United States for at least one year.
- f. I am the husband, wife or minor unmarried child of a Cuban described above in (e) and I am residing with that person, and was admitted or paroled into the United States after January 1, 1959, and thereafter have been physically present in the United States for at least one year.
- g. I have continuously resided in the United States since before January 1, 1972.
- h. Other basis of eligibility. Explain (for example, I was admitted as a refugee, my status has not been terminated, and I have been physically present in the U.S. for one year after admission). If additional space is needed, use a separate piece of paper.

I am already a permanent resident and am applying to have the date I was granted permanent residence adjusted to the date I originally arrived in the United States as a nonimmigrant or parolee, or as of May 2, 1964, whichever date is later, and: (Check one.)

- i. I am a native or citizen of Cuba and meet the description in (e) above.
- j. I am the husband, wife or minor unmarried child of a Cuban, and meet the description in (f) above.

For USCIS Use Only

Returned	Receipt
Resubmitted	
Reloc Sent	
Reloc Rec'd	
Applicant Interviewed	

Section of Law

- Sec. 209(b), INA
- Sec. 13, Act of 9/11/57
- Sec. 245, INA
- Sec. 249, INA
- Sec. 1 Act of 11/2/66
- Sec. 2 Act of 11/2/66
- Other _____

Country Chargeable

Eligibility Under Sec. 245

- Approved Visa Petition
- Dependent of Principal Alien
- Special Immigrant
- Other _____

Preference

Action Block

To be Completed by

Attorney or Representative, if any

- Fill in box if G-28 is attached to represent the applicant.

VOLAG #

ATTY State License #

Part 3. Processing information.

A. City/Town/Village of Birth		Current Occupation	
Your Mother's First Name		Your Father's First Name	
Give your name exactly as it appears on your Arrival/Departure Record (Form I-94)			
Place of Last Entry Into the United States (<i>City/State</i>)		In what status did you last enter? (<i>Visitor, student, exchange alien, crewman, temporary worker, without inspection, etc.</i>)	
Were you inspected by a U.S. Immigration Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Nonimmigrant Visa Number		Consulate Where Visa Was Issued	
Date Visa Was Issued (mm/dd/yyyy)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Have you ever before applied for permanent resident status in the U.S.?		<input type="checkbox"/> No <input type="checkbox"/> Yes. If you checked "Yes," give date and place of filing and final disposition.	

B. List your present husband/wife, all of your sons and daughters (If you have none, write "none." If additional space is needed, use separate paper).

Family Name	Given Name	Middle Initial	Date of Birth (<i>mm/dd/yyyy</i>)
Country of Birth	Relationship	A #	Applying with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name	Given Name	Middle Initial	Date of Birth (<i>mm/dd/yyyy</i>)
Country of Birth	Relationship	A #	Applying with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name	Given Name	Middle Initial	Date of Birth (<i>mm/dd/yyyy</i>)
Country of Birth	Relationship	A #	Applying with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name	Given Name	Middle Initial	Date of Birth (<i>mm/dd/yyyy</i>)
Country of Birth	Relationship	A #	Applying with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name	Given Name	Middle Initial	Date of Birth (<i>mm/dd/yyyy</i>)
Country of Birth	Relationship	A #	Applying with you? <input type="checkbox"/> Yes <input type="checkbox"/> No

C. List your present and past membership in or affiliation with every organization, association, fund, foundation, party, club, society or similar group in the United States or in other places since your 16th birthday. Include any foreign military service in this part. If none, write "none." Include the name(s) of organization(s), location(s), dates of membership, from and to, and the nature of the organization(s). If additional space is needed, use a separate piece of paper.

Part 3. Processing information. (Continued)

Please answer the following questions. (If your answer is "Yes" on any one of these questions, explain on a separate piece of paper and refer to "What Are the General Filing Instructions? Initial Evidence" to determine what documentation to include with your application. Answering "Yes" does not necessarily mean that you are not entitled to adjust status or register for permanent residence.)

1. Have you ever, in or outside the United States:
 - a. knowingly committed any crime of moral turpitude or a drug-related offense for which you have not been arrested? Yes No
 - b. been arrested, cited, charged, indicted, fined or imprisoned for breaking or violating any law or ordinance, excluding traffic violations? Yes No
 - c. been the beneficiary of a pardon, amnesty, rehabilitation decree, other act of clemency or similar action? Yes No
 - d. exercised diplomatic immunity to avoid prosecution for a criminal offense in the United States? Yes No
2. Have you received public assistance in the United States from any source, including the United States government or any state, county, city or municipality (other than emergency medical treatment), or are you likely to receive public assistance in the future? Yes No
3. Have you ever:
 - a. within the past ten years been a prostitute or procured anyone for prostitution, or intend to engage in such activities in the future? Yes No
 - b. engaged in any unlawful commercialized vice, including, but not limited to, illegal gambling? Yes No
 - c. knowingly encouraged, induced, assisted, abetted or aided any alien to try to enter the United States illegally? Yes No
 - d. illicitly trafficked in any controlled substance, or knowingly assisted, abetted or colluded in the illicit trafficking of any controlled substance? Yes No
4. Have you ever engaged in, conspired to engage in, or do you intend to engage in, or have you ever solicited membership or funds for, or have you through any means ever assisted or provided any type of material support to any person or organization that has ever engaged or conspired to engage in sabotage, kidnapping, political assassination, hijacking or any other form of terrorist activity? Yes No
5. Do you intend to engage in the United States in:
 - a. espionage? Yes No
 - b. any activity a purpose of which is opposition to, or the control or overthrow of, the government of the United States, by force, violence or other unlawful means? Yes No
 - c. any activity to violate or evade any law prohibiting the export from the United States of goods, technology or sensitive information? Yes No
6. Have you ever been a member of, or in any way affiliated with, the Communist Party or any other totalitarian party? Yes No
7. Did you, during the period from March 23, 1933 to May 8, 1945, in association with either the Nazi Government of Germany or any organization or government associated or allied with the Nazi Government of Germany, ever order, incite, assist or otherwise participate in the persecution of any person because of race, religion, national origin or political opinion? Yes No
8. Have you ever engaged in genocide, or otherwise ordered, incited, assisted or otherwise participated in the killing of any person because of race, religion, nationality, ethnic origin or political opinion? Yes No
9. Have you ever been deported from the United States, or removed from the United States at government expense, excluded within the past year, or are you now in exclusion, deportation, removal or rescission proceedings? Yes No
10. Are you under a final order of civil penalty for violating section 274C of the Immigration and Nationality Act for use of fraudulent documents or have you, by fraud or willful misrepresentation of a material fact, ever sought to procure, or procured, a visa, other documentation, entry into the United States or any immigration benefit? Yes No
11. Have you ever left the United States to avoid being drafted into the U.S. Armed Forces? Yes No
12. Have you ever been a J nonimmigrant exchange visitor who was subject to the two-year foreign residence requirement and have not yet complied with that requirement or obtained a waiver? Yes No
13. Are you now withholding custody of a U.S. citizen child outside the United States from a person granted custody of the child? Yes No
14. Do you plan to practice polygamy in the United States? Yes No

Part 4. Signature.

(Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.)

Your registration with U.S. Citizenship and Immigration Services.

"I understand and acknowledge that, under section 262 of the Immigration and Nationality Act (Act), as an alien who has been or will be in the United States for more than 30 days, I am required to register with U.S. Citizenship and Immigration Services. I understand and acknowledge that, under section 265 of the Act, I am required to provide USCIS with my current address and written notice of any change of address within **ten** days of the change. I understand and acknowledge that USCIS will use the most recent address that I provide to USCIS, on any form containing these acknowledgements, for all purposes, including the service of a Notice to Appear should it be necessary for USCIS to initiate removal proceedings against me. I understand and acknowledge that if I change my address without providing written notice to USCIS, I will be held responsible for any communications sent to me at the most recent address that I provided to USCIS. I further understand and acknowledge that, if removal proceedings are initiated against me and I fail to attend any hearing, including an initial hearing based on service of the Notice to Appear at the most recent address that I provided to USCIS or as otherwise provided by law, I may be ordered removed in my absence, arrested and removed from the United States."

Selective Service Registration.

The following applies to you if you are a male at least 18 years old, but not yet 26 years old, who is required to register with the Selective Service System: "I understand that my filing this adjustment of status application with U.S. Citizenship and Immigration Services authorizes USCIS to provide certain registration information to the Selective Service System in accordance with the Military Selective Service Act. Upon USCIS acceptance of my application, I authorize USCIS to transmit to the Selective Service System my name, current address, Social Security Number, date of birth and the date I filed the application for the purpose of recording my Selective Service registration as of the filing date. If, however, USCIS does not accept my application, I further understand that, if so required, I am responsible for registering with the Selective Service by other means, provided I have not yet reached age 26."

Applicant's Certification

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services (USCIS) needs to determine eligibility for the benefit I am seeking.

*Signature**Print Your Name**Date**Daytime Phone Number*

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NOTE: *If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested document and this application may be denied.*

Part 5. Signature of person preparing form, if other than above. (sign below)

I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

*Signature**Print Your Full Name**Date**Phone Number
(Include Area Code)*

()

*Firm Name
and Address**E-Mail Address (if any)*

Instructions

NOTE: Use this form only if you are applying to U.S. Citizenship and Immigration Services (USCIS) to adjust status to that of a lawful permanent resident under section 245(i) of the Immigration and Nationality Act.

What Is the Purpose of This Form?

Section 245 of the Immigration and Nationality Act (the Act) allows the Attorney General in his or her discretion to adjust the status of an alien to that of a lawful permanent resident (LPR), in lieu of consular visa processing, while the alien remains in the United States. In order to be eligible, the alien must have been inspected and admitted or paroled, be eligible for an immigrant visa and admissible for permanent residence, have an immigrant visa immediately available and, with some exceptions, have maintained lawful nonimmigrant status. The alien must also not have engaged in unauthorized employment and must not be ineligible to adjust status under section 245(c) of the Act. **If you meet all of these requirements, you do not have to submit this form when applying for adjustment of status to that of LPR.**

Section 245(i) of the Act allows certain aliens to file for adjustment of status upon payment of a penalty fee of **\$1,000**, even though some of the conditions required by section 245(a) and (c) of the Act are not met. **Aliens in the United States who have an immigrant visa immediately available, but who entered the United States without inspection, remained in the United States past the period of admission, worked unlawfully, or are otherwise ineligible for adjustment of status under section 245(c) of the Act must submit this form along with Form I-485, Application to Register Permanent Residence or Adjust Status.**

NOTE: If you are applying to adjust as the spouse or unmarried minor child of a U.S. citizen or the parent of a U.S. citizen child at least 21 years of age, and if you were inspected and lawfully admitted to the United States other than in C-1 or S nonimmigrant status, you do not need to file this form.

Who May Use Supplement A to Adjust Status to That of LPR Under Section 245(i)?

1. You may apply for adjustment of status to that of LPR under section 245(i) if you:
 - A. Are physically present in the United States when the application is submitted; and
 - B. Have an immigrant visa number immediately available; and
 - C. Are admissible to the United States for permanent residence; and
 - D. Are the beneficiary of an approvable-when-filed visa petition, or an application for labor certification filed on or before April 30, 2001; and
 - E. Pay a **\$1,000.00** penalty fee (unless exempted).
2. In addition, you must fall within one of the categories noted below:
 - A. Alien crewmen;
 - B. Aliens who work without authorization;
 - C. Aliens in unlawful immigrant status;
 - D. Aliens who fail to continuously maintain a lawful status since entry into the United States;
 - E. Aliens who were admitted in transit without visa;

- F. Aliens admitted as nonimmigrant visitors under section 212(l) of the Act or under the Visa Waiver Program;
- G. Aliens admitted as a nonimmigrant described in section 101(a)(15)(S) of the Act; or
- H. Aliens seeking employment-based adjustment of status who are not in lawful nonimmigrant status.

What Documentation Must You Include If You Are Submitting This Form With Form I-485?

You do not need to submit documentation in addition to the documentation required by the instructions on Form I-485 unless you are the beneficiary of a visa petition or application for labor certification properly filed on your behalf after January 14, 1998, and on or before April 30, 2001. **Aliens using section 245(i) because they are beneficiaries of a visa petition or application for labor certification filed after January 14, 1998, and on or before April 30, 2001, should submit documentation along with this form that demonstrates physical presence in the United States on December 21, 2000.**

What Documentation Demonstrates Your Physical Presence on December 21, 2000?

Documentation of your physical presence in the United States on December 21, 2000, can consist of Federal, state or local government-issued documents or other documents establishing your physical presence on that date. If one document does not establish your physical presence, you should submit documentation establishing your physical presence in the United States prior to and after December 21, 2000. In some cases, a single document may suffice to establish the applicant's physical presence on December 21, 2000. In most cases, however, the alien may need to submit several documents, because most applicants may not possess documentation that contains the exact date of December 21, 2000. In such instances, the applicant should submit sufficient documentation establishing the applicant's physical presence in the United States prior to and after December 21, 2000. If you submit affidavits, they should be accompanied by supporting documentation. USCIS will evaluate all documentation on a case-by-case basis.

Who Does Not Need to Use Supplement A to Form I-485?

1. You do not have to submit Supplement A to Form I-485 if you:
 - A. Are already an LPR; **or**
 - B. Have continuously maintained lawful immigration status in the United States since November 5, 1986; **or**
 - C. Are applying to adjust status as the spouse or unmarried minor child of a U.S. citizen or the parent of a U.S. citizen child at least 21 years of age, and you were inspected and lawfully admitted to the United States other than in C-1 or S nonimmigrant status.
2. In addition, you do not have to submit Supplement A to Form I-485, if you are filing for an immigration benefit other than adjustment of status to that of LPR or if you are applying for adjustment of status to that of LPR because you:
 - A. Were granted asylum in the United States; **or**
 - B. Have continuously resided in the United States since January 1, 1972; **or**
 - C. Entered as a K-1 fiancé(e) of a U.S. citizen; **or**
 - D. Have an approved Form I-360, Petition for Amerasian, Widow(er), Battered or Abused Spouse or Child, or Special Immigrant, and are applying for adjustment as a special immigrant juvenile court dependent, or as a special immigrant who has served in the U.S. armed forces, or as a battered or abused spouse or child; **or**
 - E. Are a special immigrant retired international organization employee or family member; **or**
 - F. Are a special immigrant physician; **or**

- G. Are a public interest parolee, who was denied refugee status, and are from the former Soviet Union, Vietnam, Laos or Cambodia (a "Lautenberg Parolee" under Public Law 101-167); **or**
- H. Are eligible under the Immigration Nursing Relief Act.

Where To File?

You must file this form at the same USCIS office or location where you must submit the related Form I-485.

What Are the Filing Fees for Form I-485 and Supplement A to Form I-485?

The fees for this form when filed along with Form I-485 are:

1. A filing fee of **\$930.00** is required with Form I-485 for applicants over the age of 14 years and **\$600.00** for applicants under 14.
2. An additional biometric fee of **\$80.00** is required when filing this Form I-485 Supplement A. Applicants younger than 14 years or older than 79 do not have to pay the biometric services fee. After you submit Form I-485 Supplement A, USCIS will notify you about when and where to go for biometric services.
3. A **\$1,000.00** penalty fee is required with the Supplement A Form.
4. If you filed Form I-485 separately, attach a copy of your filing receipt and pay only the additional sum of **\$1,000.00**.

There are two categories of applicants who do not need to pay the **\$1,000.00** fee associated with Supplement A to Form I-485:

- A. Applicants under the age of 17 years; **and**
- B. Applicants who are an unmarried son or daughter of a legalized alien and less than 21 years of age, or the spouse of a legalized alien, and have attached a copy of a USCIS receipt or approval notice for a properly filed Form I-817, Application for Family Unity Benefits.

You may submit one check or money order for both the application and biometric fees, for a total of \$2,010.00.

Use the following guidelines when you prepare your check or money order for the Form I-485 Supplement A and the biometric service fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.
 - C. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. consulate or embassy for instructions on the method of payment.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

The form and biometric fees on this form are current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at www.uscis.gov, select "Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

NOTE: If your Form I-485 Supplement A requires payment of a biometric service fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometric fee.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Any Form I-485 Supplement A that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-485 Supplement A is deficient. You may correct the deficiency and resubmit the Form I-485 Supplement A. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form I-485 Supplement A has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-485 Supplement A.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. The decision on a Form I-485 Supplement A involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-485 Supplement A, we will deny the Form I-485 Supplement A and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-485 Supplement A.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 13 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0023. **Do not mail your application to this address.**

Checklist.

- I signed the form at **Part D**.
- I included the appropriate fees (if any).
- If I checked **box b** or **d** in **Question 1, Part B**, I included evidence of my physical presence in the United States on December 21, 2000.

**Supplement A to Form I-485,
Adjustment of Status Under Section 245(i)**

NOTE: Use this form only if you are applying to adjust status to that of a lawful permanent resident under section 245(i) of the Immigration and Nationality Act.

Part A. Information about you.	For USCIS Use Only																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 33%; border-bottom: 1px solid black;">First Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Middle Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table> <p style="margin-top: 5px;">Address: In Care Of <input style="width: 95%;" type="text"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Street Number and Name</td> <td style="width: 30%; border-bottom: 1px solid black;">Apt. #</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">City</td> <td style="width: 33%; border-bottom: 1px solid black;">State</td> <td style="width: 33%; border-bottom: 1px solid black;">Zip Code</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Alien Registration Number (A #) if any</td> <td style="width: 40%; border-bottom: 1px solid black;">Date of Birth (mm/dd/yyyy)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Country of Birth</td> <td style="width: 50%; border-bottom: 1px solid black;">Country of Citizenship/Nationality</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Telephone Number ()</td> <td style="width: 50%; border-bottom: 1px solid black;">E-Mail Address, if any</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid black;"><input style="width: 95%;" type="text"/></td> </tr> </table>	Last Name	First Name	Middle Name	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Street Number and Name	Apt. #	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	City	State	Zip Code	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Alien Registration Number (A #) if any	Date of Birth (mm/dd/yyyy)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Country of Birth	Country of Citizenship/Nationality	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Telephone Number ()	E-Mail Address, if any	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<p>Action Block</p>
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Part B. Eligibility. (Check the correct response.)

1. I am filing Supplement A to Form I-485 because:

- a. I am the beneficiary of a visa petition filed on or before January 14, 1998.
- b. I am the beneficiary of a visa petition filed on or after January 15, 1998, and on or before April 30, 2001.
- c. I am the beneficiary of an application for a labor certification filed on or before January 14, 1998.
- d. I am the beneficiary of an application for a labor certification filed on or after January 15, 1998, and on or before April 30, 2001.

If you checked box b or d in Question 1, you must submit evidence demonstrating that you were physically present in the United States on December 21, 2000.

2. And I fall into one or more of these categories: (Check all that apply to you.)

- a. I entered the United States as an alien crewman;
- b. I have accepted employment without authorization;
- c. I am in unlawful immigration status because I entered the United States without inspection or I remained in the United States past the expiration of the period of my lawful admission;
- d. I have failed (except through no fault of my own or for technical reasons) to maintain, continuously, lawful status;
- e. I was admitted to the United States in transit without a visa;
- f. I was admitted as a nonimmigrant visitor without a visa;
- g. I was admitted to the United States as a nonimmigrant in the S classification; or
- h. I am seeking employment-based adjustment of status and am not in lawful nonimmigrant status.

Part C. Additional eligibility information.

1. Are you applying to adjust status based on any of the below reasons?

- a. You were granted asylum in the United States;
- b. You have continuously resided in the United States since January 1, 1972;
- c. You entered as a K-1 fiancé(e) of a U.S. citizen;
- d. You have an approved Form I-360, Petition for Amerasian, Widow(er), Battered or Abused Spouse or Child, or Special Immigrant, and are applying for adjustment as a special immigrant juvenile court dependent or a special immigrant who has served in the U.S. armed forces, or a battered or abused spouse or child;
- e. You are a native or citizen of Cuba, or the spouse or child of such alien, who was not lawfully inspected or admitted to the United States;
- f. You are a special immigrant retired international organization employee or family member;
- g. You are a special immigrant physician;

Part C. Additional eligibility information. (Continued.)

h. You are a public interest parolee, who was denied refugee status, and are from the former Soviet Union, Vietnam, Laos or Cambodia (a "Lautenberg Parolee" under Public Law 101-167); or

i. You are eligible under the Immigration Nursing Relief Act.

No. I am not applying for adjustment of status for any of these reasons. *(Go to next question.)*

Yes. I am applying for adjustment of status for any one of these reasons. **(If you answered "Yes," do not file this form.)**

2. Do any of the following conditions describe you?

a. You are already a lawful permanent resident of the United States.

b. You have continuously maintained lawful immigration status in the United States since November 5, 1986.

c. You are applying to adjust status as the spouse or unmarried minor child of a U.S. citizen or the parent of a U.S. citizen child at least 21 years of age, and you were inspected and lawfully admitted to the United States.

No. None of these conditions describe me. *(Go to Part D. Signature.)*

Yes. If you answered "Yes," do not file this form.

Part D. Signature. *Read the information on penalties in the instructions before completing this section.*

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that the U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit being sought.

Signature

Print Name

Date

Part E. Signature of person preparing form, if other than above. *Read the information on penalties in the instructions before completing this section.*

I certify, under penalty of perjury under the laws of the United States of America, that I prepared this form at the request of the above person and that to the best of my knowledge the contents of this application are all true and correct.

Signature

Print Name

Date

Firm Name and Address

Daytime Phone Number (Area Code and Number)

()

E-Mail Address, if any

I-693, Medical Examination of Aliens Seeking Adjustment of Status

Department of Homeland Security
U.S. Citizenship and Immigration Services

I. Instructions for Aliens Applying for Adjustment of Status.

A medical examination is necessary as part of your application for adjustment of status.

Please communicate immediately with one of the physicians on the attached list to arrange for your medical examination, which must be completed before your status can be adjusted.

The purpose of the medical examination is to determine if you have certain health conditions which may need further follow-up. The information requested is required in order for a proper evaluation to be made of your health status.

The results of your examination will be provided to an Immigration officer and may be shared with health departments and other public health or cooperating medical authorities. All expenses in connection with this examination must be paid by you.

The examining physician may refer you to your personal physician or a local public health department and you must comply with some health follow-up or treatment recommendations for certain health conditions before your status will be adjusted.

This form should be presented to the examining physician. You must sign the form in the presence of the examining physician. **The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false documents in connection with this medical examination. The medical examination must be completed in order for us to process your application.**

Medical Examination and Health Information.

A medical examination is necessary as part of your application for adjustment of status.

You should go for your medical examination as soon as possible. You will have to choose a doctor from a list you will be given. The list will have the names of doctors or clinics in your area that have been approved by U.S. Citizenship and Immigration Services (USCIS) for this examination.

NOTE: USCIS is comprised of offices of the former Immigration and Naturalization Service (INS). You must pay for the examination.

If you become a temporary legal resident and later apply to become a permanent resident, you may need to have another medical examination at that time.

The purpose of the medical examination is to find out if you have certain health conditions which may need further follow-up. The doctor will examine you for certain physical and mental health conditions. You will have to remove your clothes for the medical procedures.

If you need more tests because of a condition found during your medical examination, the doctor may send you to your own doctor or to the local public health department. For some conditions, before you can become a temporary or permanent resident, you will have to show that you have followed the doctor's advice to get more tests or take treatment.

If you have any records of immunizations (vaccinations), you should bring them to show to the doctor. This is especially important for pre-school and school-age children. The doctor will tell you if any more immunizations are needed, and where you can get them (usually at your local public health department). It is important for your health that you follow the doctor's advice and go to get any immunizations.

One of the conditions you will be tested for is tuberculosis (TB). Applicants two years old or older will be required to have a tuberculin skin test. A civil surgeon may require an applicant younger than two to have a skin test if the child has a history of contact with a known TB case, or if there is any other reason to suspect TB disease.

You will be required to return to the civil surgeon in 2 - 3 days to have the skin test checked. If you do not have any reaction to the skin test you will not need any more tests for tuberculosis.

If you have any reaction to the skin test, you will also need to have a chest X-ray examination. If the doctor thinks you are infected with tuberculosis, you may have to go to the local health department and more tests may have to be done. The doctor will explain these medical matters to you.

Exceptions: If you are applying for adjustment of status under the Immigration Reform and Control Act of 1986, you may *choose to have either a chest x-ray or a skin test.*

You must also have a blood test for syphilis if you are 15 years of age or older.

You will also be tested to see if you have the human immuno-deficiency virus (HIV) infection. This virus is the cause of AIDS. If you have this virus, it may damage your body's ability to fight off other disease. The blood test you will take will tell if you have been exposed to this virus.

II. Instructions for the Physician Performing the Examination.

Please medically examine for adjustment of status the individual presenting this form. The medical examination should be performed according to the U.S. Public Health Service "Guidelines for Medical Examination of Aliens in the United States" and Supplements, which have been provided to you separately.

If the applicant is free of medical defects listed in Section 212(a) of the Immigration and Nationality Act, endorse the form in the space provided. While in your presence, the applicant must also sign the form in the space provided. You should retain one copy for your files and return all other copies in a sealed envelope to the applicant for presentation at the immigration interview.

If the applicant has a health condition that requires follow-up as specified in the "Guidelines for Medical Examination of Aliens in the United States" and Supplements, complete the referral information on the appropriate copy of the medical examination form, and advise the applicant that certain follow-up procedures must be done before the medical clearance can be granted.

Retain a copy of the form for your files and return all other copies to the applicant in a sealed envelope.

The applicant should return to you when the necessary follow-up has been completed for your final verification and signature.

Do not sign the form until the applicant has met the health follow-up requirements. All medical documents, including chest X-ray films if a chest X-ray examination was performed, should be returned to the applicant upon final medical clearance.

Instructions for Physician Providing Health Follow-Up Services.

The person presenting this form has been found to have a medical condition(s) requiring resolution before a medical clearance for adjustment of status can be granted. Please evaluate the applicant for the condition(s) identified.

The requirements for clearance are outlined on the second page of the form. When the person has completed clearance requirements, please sign the form in the space provided and return the medical examination form to the applicant.

Do You Need Forms or Information?

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Privacy Act Notice.

The authority for collection of the information requested on this form is contained in 8 U.S.C. 1182, 1183A, 1184(a), 1252, 1255, and 1258. The information will be used principally by USCIS to whom it may be furnished to support an individual's application for adjustment of status under the Immigration and Nationality Act. Submission of the information is voluntary. It may also, as a matter of routine use, be disclosed to other federal, state, local, and foreign law enforcement and regulatory agencies. Failure to provide the necessary information may result in the denial of the applicant's request.

Paperwork Reduction Act Notice.

An agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is 90 minutes per application. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, write to the U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529; OMB No. 1615-0033. **Do not mail your completed application to this address.**

(Please type or print clearly in black ink.)

I certify that on the date shown I examined:

1. Name (Last Name in CAPS)

(First Name)

(Middle Name)

2. Address (Street Number and Name)

(Apt. Number)

(City)

(State)

(Zip Code)

3. File Number (A Number)

4. Gender

Male

Female

5. Date of Birth (mm/dd/yyyy)

6. Country of Birth

7. Date of Examination (mm/dd/yyyy)

General Physical Examination: I examined specifically for evidence of the conditions listed below. My examination revealed:

No apparent defect, disease, or disability.

The conditions listed below were found (check all boxes that apply).

Class A Conditions

Chancroid

Hansen's disease, infectious

Mental defect

Psychopathic personality

Chronic alcoholism

HIV infection

Mental retardation

Sexual deviation

Gonorrhea

Insanity

Narcotic drug addiction

Syphilis, infectious

Granuloma inguinal

Lymphogranuloma venereum

Previous occurrence of one or more attacks of insanity

Tuberculosis, active

Class B Conditions

Hansen's disease, not infectious

Tuberculosis, not active

Other physical defect, disease or disability (specify below).

Examination for Tuberculosis - Tuberculin Skin Test

Reaction _____ mm

No reaction

Not Done

Doctor's name (please print)

Date read

Examination for Tuberculosis - Chest X-Ray Report

Abnormal

Normal

Not done

Doctor's name (please print)

Date read

Serologic Test for Syphilis

Reactive Titer (confirmatory test performed)

Nonreactive

Test Type

Doctor's name (please print)

Date read

Serologic Test for HIV Antibody

Positive (confirmed by Western blot)

Negative

Test Type

Doctor's name (please print)

Date read

Immunization Determination (DTP, OPV, MMR, Td-Refer to PHS Guidelines for recommendations.)

Applicant is current for recommended age-specific immunizations.

Applicant is not current for recommended age-specific immunizations and I have encouraged that appropriate immunizations be obtained.

REMARKS:

Civil Surgeon Referral for Follow-up of Medical Condition

The alien named above has applied for adjustment of status. A medical examination conducted by me identified the conditions above which require resolution before medical clearance is granted or for which the alien may seek medical advice. Please provide follow-up services or refer the alien to an appropriate health care provider. The actions necessary for medical clearance are detailed on the reverse of this form.

Follow-up Information:

The alien named above has complied with the recommended health follow-up.

Doctor's name and address (please type or print clearly)

Doctor's signature

Date

Application Certification

I certify that I understand the purpose of the medical examination, I authorize the required tests to be completed, and the information on this form refers to me.

Signature

Date

Civil Surgeon Certification:

My examination showed the applicant to have met the medical examination and health follow-up requirements for adjustment of status.

Doctor's name address (please type or print clearly)

Doctor's signature

Date

I-693

**Medical Clearance Requirements for
Aliens Seeking Adjustment of Status**

Medical Condition	Estimated Time for Clearance	Action Required
Suspected Mental Condition	5 - 30 Days	The applicant must provide to a civil surgeon a psychological or psychiatric evaluation from a specialist or medical facility for final classification and clearance.
Tuberculin Skin Test Reaction and Normal Chest X-Ray or Abnormal Chest X-Ray	Immediate	The applicant should be encouraged to seek further medical evaluation for possible preventive treatment.
Tuberculin Skin Test Reaction and Normal Chest X-Ray (Inactive/Class B)	10 - 30 Days	The applicant should be referred to a physician or local health department for further evaluation. Medical clearance may not be granted until the application returns to the civil surgeon with documentation of medical evaluation for tuberculosis.
Tuberculin Skin Test Reaction and Normal Chest X-Ray or Abnormal Chest X-Ray Active of Suspected Active/Class A)	10 - 300 Days	The applicant should obtain an appointment with physical or local health department. If treatment for active disease is started, it must be completed (usually nine months) before a medical clearance may be granted. At the completion of treatment, the applicant must present to the civil surgeon documentation of completion. If treatment is not started, the applicant must present to the civil surgeon documentation of medical evaluation for tuberculosis.
Hansen's Disease	30 - 210 Days	Obtain an evaluation from a specialist or Hansen's disease clinic. If the disease is indeterminate or Tuberculoid, the applicant must present to the civil surgeon documentation of medical evaluation. If disease is Lepromotous or Borderline (dimorphous) and treatment is started, the applicant must complete at least six months and present documentation to the civil surgeon showing adequate supervision, treatment, and clinical response before a medical clearance is granted.
**Venereal Diseases	1 - 30 Days	Obtain an appointment with a physician or local public health department. An applicant with a reactive serologic test for syphilis must provide to the civil surgeon documentation of evaluation for treatment. If any of the venereal diseases are infectious, the applicant must present to the civil surgeon documentation of completion of treatment.
Immunization is Incomplete	Immediate	Immunizations are not required, but the applicant should be encouraged to go to a physician or local health department for appropriate immunizations.
HIV Infection	Immediate	Post-test counseling is not required, but the applicant should be encouraged to seek appropriate post-test counseling.

*Mental retardation; insanity; previous attack of insanity; psychopathic personality, sexual deviation or mental defect; narcotic drug addition; and chronic alcoholism.

**Chancroid; gonorrhea; granuloma inguinal; lymphogranuloma venereum; and syphilis.

I-693, Medical Examination of Aliens Seeking Adjustment of Status

(Please type or print clearly in black ink.)

I certify that on the date shown I examined:

1. Name (Last Name in CAPS) _____
 (First Name) _____ (Middle Name) _____

2. Address (Street Number and Name) _____ (Apt. Number) _____
 (City) _____ (State) _____ (Zip Code) _____

3. File Number (A Number) _____

4. Gender
 Male Female

5. Date of Birth (mm/dd/yyyy) _____

6. Country of Birth _____

7. Date of Examination (mm/dd/yyyy) _____

General Physical Examination: I examined specifically for evidence of the conditions listed below. My examination revealed:

- No apparent defect, disease, or disability. The conditions listed below were found (check all boxes that apply).

Class A Conditions

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Chancroid | <input type="checkbox"/> Hansen's disease, infectious | <input type="checkbox"/> Mental defect | <input type="checkbox"/> Psychopathic personality |
| <input type="checkbox"/> Chronic alcoholism | <input type="checkbox"/> HIV infection | <input type="checkbox"/> Mental retardation | <input type="checkbox"/> Sexual deviation |
| <input type="checkbox"/> Gonorrhea | <input type="checkbox"/> Insanity | <input type="checkbox"/> Narcotic drug addiction | <input type="checkbox"/> Syphilis, infectious |
| <input type="checkbox"/> Granuloma inguinal | <input type="checkbox"/> Lymphogranuloma venereum | <input type="checkbox"/> Previous occurrence of one or more attacks of insanity | <input type="checkbox"/> Tuberculosis, active |

Class B Conditions

- Hansen's disease, not infectious Tuberculosis, not active Other physical defect, disease or disability (specify below).

Examination for Tuberculosis - Tuberculin Skin Test

Reaction _____ mm No reaction Not Done
 Doctor's name (please print) _____ Date read _____

Examination for Tuberculosis - Chest X-Ray Report

Abnormal Normal Not done
 Doctor's name (please print) _____ Date read _____

Serologic Test for Syphilis

Reactive Titer (confirmatory test performed) Nonreactive
 Test Type _____
 Doctor's name (please print) _____ Date read _____

Serologic Test for HIV Antibody

Positive (confirmed by Western blot) Negative
 Test Type _____
 Doctor's name (please print) _____ Date read _____

Immunization Determination (DTP, OPV, MMR, Td-Refer to *PHS Guidelines* for recommendations.)

- Applicant is current for recommended age-specific immunizations. Applicant is not current for recommended age-specific immunizations and I have encouraged that appropriate immunizations be obtained.

REMARKS:

Civil Surgeon Referral for Follow-up of Medical Condition

- The alien named above has applied for adjustment of status. A medical examination conducted by me identified the conditions above which require resolution before medical clearance is granted or for which the alien may seek medical advice. Please provide follow-up services or refer the alien to an appropriate health care provider. The actions necessary for medical clearance are detailed on the reverse of this form.

Follow-up Information:

The alien named above has complied with the recommended health follow-up.

Doctor's name and address (please type or print clearly) _____ Doctor's signature _____ Date _____

Application Certification

I certify that I understand the purpose of the medical examination, I authorize the required tests to be completed, and the information on this form refers to me.

Signature _____ Date _____

Civil Surgeon Certification:

My examination showed the applicant to have met the medical examination and health follow-up requirements for adjustment of status.

Doctor's name address (please type or print clearly) _____ Doctor's signature _____ Date _____

Medical Clearance Requirements for Aliens Seeking Adjustment of Status

Medical Condition	Estimated Time for Clearance	Action Required
Suspected Mental Condition	5 - 30 Days	The applicant must provide to a civil surgeon a psychological or psychiatric evaluation from a specialist or medical facility for final classification and clearance.
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Tuberculin Skin Test Reaction and Normal Chest X-Ray or Abnormal Chest X-Ray Active of Suspected Active/Class A)	10 - 300 Days	The applicant should obtain an appointment with physical or local health department. If treatment for active disease is started, it must be completed (usually nine months) before a medical clearance may be granted. At the completion of treatment, the applicant must present to the civil surgeon documentation of completion. If treatment is not started, the applicant must present to the civil surgeon documentation of medical evaluation for tuberculosis.
Hansen's Disease	30 - 210 Days	Obtain an evaluation from a specialist or Hansen's disease clinic. If the disease is indeterminate or Tuberculoid, the applicant must present to the civil surgeon documentation of medical evaluation. If disease is Lepromotous or Borderline (dimorphous) and treatment is started, the applicant must complete at least six months and present documentation to the civil surgeon showing adequate supervision, treatment, and clinical response before a medical clearance is granted.
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HIV Infection	Immediate	Post-test counseling is not required, but the applicant should be encouraged to seek appropriate post-test counseling.

*Mental retardation; insanity; previous attack of insanity; psychopathic personality, sexual deviation or mental defect; narcotic drug addition; and chronic alcoholism.

**Chancroid; gonorrhea; granuloma inguinal; lymphogranuloma venereum; and syphilis.

I-693, Medical Examination of Aliens Seeking Adjustment of Status

Department of Homeland Security
U.S. Citizenship and Immigration Services

(Please type or print clearly in black ink.)

I certify that on the date shown I examined:

1. Name (Last Name in CAPS)

(First Name)

(Middle Name)

2. Address (Street Number and Name)

(Apt. Number)

(City)

(State)

(Zip Code)

3. File Number (A Number)

4. Gender

Male

Female

5. Date of Birth (mm/dd/yyyy)

6. Country of Birth

7. Date of Examination (mm/dd/yyyy)

General Physical Examination: I examined specifically for evidence of the conditions listed below. My examination revealed:

No apparent defect, disease, or disability.

The conditions listed below were found (check all boxes that apply).

Class A Conditions

Chancroid

Hansen's disease, infectious

Mental defect

Psychopathic personality

Chronic alcoholism

HIV infection

Mental retardation

Sexual deviation

Gonorrhea

Insanity

Narcotic drug addiction

Syphilis, infectious

Granuloma inguinal

Lymphogranuloma venereum

Previous occurrence of one or more attacks of insanity

Tuberculosis, active

Class B Conditions

Hansen's disease, not infectious

Tuberculosis, not active

Other physical defect, disease or disability (specify below).

Examination for Tuberculosis - Tuberculin Skin Test

Reaction _____ mm

No reaction

Not Done

Doctor's name (please print)

Date read

Examination for Tuberculosis - Chest X-Ray Report

Abnormal

Normal

Not done

Doctor's name (please print)

Date read

Serologic Test for Syphilis

Reactive Titer (confirmatory test performed)

Nonreactive

Test Type

Doctor's name (please print)

Date read

Serologic Test for HIV Antibody

Positive (confirmed by Western blot)

Negative

Test Type

Doctor's name (please print)

Date read

Immunization Determination (DTP, OPV, MMR, Td-Refer to PHS Guidelines for recommendations.)

Applicant is current for recommended age-specific immunizations.

Applicant is not current for recommended age-specific immunizations and I have encouraged that appropriate immunizations be obtained.

REMARKS:

Civil Surgeon Referral for Follow-up of Medical Condition

The alien named above has applied for adjustment of status. A medical examination conducted by me identified the conditions above which require resolution before medical clearance is granted or for which the alien may seek medical advice. Please provide follow-up services or refer the alien to an appropriate health care provider. The actions necessary for medical clearance are detailed on the reverse of this form.

Follow-up Information:

The alien named above has complied with the recommended health follow-up.

Doctor's name and address (please type or print clearly)

Doctor's signature

Date

Application Certification

I certify that I understand the purpose of the medical examination, I authorize the required tests to be completed, and the information on this form refers to me.

Signature

Date

Civil Surgeon Certification:

My examination showed the applicant to have met the medical examination and health follow-up requirements for adjustment of status.

Doctor's name address (please type or print clearly)

Doctor's signature

Date

APPLICANT

I-693

Medical Clearance Requirements for Aliens Seeking Adjustment of Status

Medical Condition	Estimated Time for Clearance	Action Required
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I-693, Medical Examination of Aliens Seeking Adjustment of Status

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(First Name)

(Middle Name)

2. Address (Street Number and Name)

(Apt. Number)

(City)

(State)

(Zip Code)

3. File Number (A Number)

4. Gender

Male

Female

5. Date of Birth (mm/dd/yyyy)

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The conditions listed below were found (check all boxes that apply).

Class A Conditions

Chancroid

Hansen's disease, infectious

Mental defect

Psychopathic personality

Chronic alcoholism

HIV infection

Mental retardation

Sexual deviation

Gonorrhea

Insanity

Narcotic drug addiction

Syphilis, infectious

Granuloma inguinal

Lymphogranuloma venereum

Previous occurrence of one or more attacks of insanity

Tuberculosis, active

Class B Conditions

Hansen's disease, not infectious

Tuberculosis, not active

Other physical defect, disease or disability (specify below).

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Reaction _____ mm

No reaction

Not Done

Doctor's name (please print)

Date read

Examination for Tuberculosis - Chest X-Ray Report

Abnormal

Normal

Not done

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Reactive Titer (confirmatory test performed)

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Doctor's name and address (please type or print clearly)

Doctor's signature

Date

Application Certification

I certify that I understand the purpose of the medical examination, I authorize the required tests to be completed, and the information on this form refers to me.

Signature

Date

Civil Surgeon Certification:

My examination showed the applicant to have met the medical examination and health follow-up requirements for adjustment of status.

Doctor's name address (please type or print clearly)

Doctor's signature

Date

I-693

**Medical Clearance Requirements for
Aliens Seeking Adjustment of Status**

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**Chancroid; gonorrhea; granuloma inguinal; lymphogranuloma venereum; and syphilis.

**Instructions for I-751, Petition to
Remove Conditions on Residence****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

What Is the Purpose of This Form?

This form is for a conditional resident who obtained such status through marriage to petition to the U.S. Citizenship and Immigration Services (USCIS) to remove the conditions on his or her residence.

Who May File This Form I-751?

If you were granted conditional resident status through marriage to a U.S. citizen or permanent resident, use this form to petition for the removal of those conditions.

If you are still married, the petition should be filed jointly by you and the spouse through whom you obtained conditional status. However, you may apply for a waiver of this joint filing requirement if:

1. You entered the marriage in good faith, but your spouse subsequently died;
2. You entered the marriage in good faith, but the marriage was later terminated due to divorce or annulment;
3. You entered the marriage in good faith and have remained married, but have been battered or subjected to extreme cruelty by your U.S. citizen or permanent resident spouse; or
4. The termination of your status and removal would result in extreme hardship.

Conditional Resident Children.

In Part 5 of the form, please make sure to include any conditional resident children applying with you in order to have their conditional basis removed, or they may file separately. Please remember to provide their A-number.

When Should I File the Form I-751?

1. **Filing jointly.** If you are filing this petition jointly with your spouse, you must file it during the **90 days** immediately before the second anniversary of the date you were accorded conditional resident status. This is the date your conditional residence expires.
2. **Filing with a request that the joint filing requirement be waived.** You may file this petition at any time after you are granted conditional resident status and before you are removed.
3. **Effect of not filing.** If this petition is not filed, you will automatically lose your permanent resident status as of the second anniversary of the date on which you were granted conditional status.

You will then become removable from the United States. If your failure to file was through no fault of your own, you may file your petition late with a written explanation and request that USCIS excuse the late filing. Failure to file before the expiration date may be excused if you demonstrate when you submit the application that the delay was due to extraordinary circumstances beyond your control and that the length of the delay was reasonable.

General Instructions.**Step 1. Fill Out the Form I-751**

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "NONE."

Translations. Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

What Initial Evidence Is Required?**Permanent Resident Card.**

You must file your petition with a copy of your Permanent Resident Card or Alien Registration Card, and a copy of the Permanent Resident or Alien Registration cards of any of your conditional resident children you are including in your petition. Submit copies of both front and back sides of the card.

Exception:

Those who reside overseas pursuant to military or government orders, including conditional resident dependents residing overseas and listed under Part 5 of the form, must submit the following items with Form I-751:

1. Two passport-style photos for applicants and dependents, regardless of age.

- Two completed fingerprint cards (Form FD-258) for applicants and dependents between the ages of 14 and 79. You must indicate your Alien Registration Number (A#) on the fingerprint card and ensure that the completed cards are not bent, folded, or creased. The fingerprint cards must be prepared by a U.S. Embassy or U.S. Consulate, USCIS Office, or U.S. Military Installation.

In order for USCIS to identify filings based on military or government orders, applicants are required to indicate on top of Form I-751, "**ACTIVE MILITARY** or **GOVERNMENT ORDERS**", and submit a copy of their current military or government orders.

Evidence of the Relationship.

Submit copies of documents indicating that the marriage upon which you were granted conditional status was entered in "good faith" and was not for the purpose of circumventing immigration laws. Submit copies of as many documents as you wish to establish this fact and to demonstrate the circumstances of the relationship from the date of the marriage to the present date, and to demonstrate any circumstances surrounding the end of the relationship, if it has ended. The documents should cover, but not limited to, the following examples:

- Birth certificate(s) of child(ren) born to the marriage.
- Lease or mortgage contracts showing joint occupancy and/or ownership of your communal residence.
- Financial records showing joint ownership of assets and joint responsibility for liabilities, such as joint savings and checking accounts, joint federal and state tax returns, insurance policies that show the other spouse as the beneficiary, joint utility bills, joint installments or other loans.
- Other documents you consider relevant to establish that your marriage was not entered into in order to evade the U.S. immigration laws.
- Affidavits sworn to or affirmed by at least two people who have known both of you since your conditional residence was granted and have personal knowledge of your marriage and relationship. (Such persons may be required to testify before an immigration officer as to the information contained in the affidavit.) The original affidavit must be submitted and also contain the following information regarding the person making the affidavit: his or her full name and address; date and place of birth; relationship to you or your spouse, if any; and full information and complete details explaining how the person acquired his or her knowledge. Affidavits must be supported by other types of evidence listed above.

If you are filing to waive the joint filing requirement due to the death of your spouse, also submit a copy of the death certificate with your petition.

If you are filing to waive the joint filing requirement because your marriage has been terminated, also submit a copy of the divorce decree or other document terminating or annulling the marriage with your petition.

If you are filing to waive the joint filing requirement because you and/or your conditional resident child were battered or subjected to extreme cruelty, also file your petition with the following:

- Evidence of the physical abuse, such as copies of reports or official records issued by police, judges, medical personnel, school officials and representatives of social service agencies, and original affidavits as described under ***Evidence of the Relationship***; or
- Evidence of the abuse, such as copies of reports or official records issued by police, courts, medical personnel, school officials, clergy, social workers and other social service agency personnel. You may also submit any legal documents relating to an order of protection against the abuser or relating to any legal steps you may have taken to end the abuse. You may also submit evidence that you sought safe haven in a battered women's shelter or similar refuge, as well as photographs evidencing your injuries.
- A copy of your divorce decree, if your marriage was terminated by divorce on grounds of physical abuse or extreme cruelty.

If you are filing for a waiver of the joint filing requirement because the termination of your status and removal would result in "extreme hardship", you must submit with your petition evidence that your removal would result in hardship significantly greater than the hardship encountered by other aliens who are removed from this country after extended stays. The evidence must relate only to those factors that arose since you became a conditional resident.

If you are a child filing separately from your parent, also submit your petition with a full explanation as to why you are filing separately, along with copies of any supporting documentation.

Criminal History.

If you have ever been arrested or detained by any law enforcement officer for any reason, and no charges were filed, submit:

- An original official statement by the arresting agency or applicable court order confirming that no charges were filed.

If you have ever been arrested or detained by any law enforcement officer for any reason, and charges were filed, or if charges were filed against you without an arrest, submit:

- An original or court-certified copy of the complete arrest record and/or disposition for each incident, (e. g. dismissal order, conviction record or acquittal order).

If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program (such as a drug treatment or community service program), submit:

1. An original or court-certified copy of your sentencing record for each incident, and evidence that you completed your sentence, specifically:
 - A. An original or certified copy of your probation or parole record, or
 - B. Evidence that you completed an alternative sentencing program, or rehabilitative program set aside, sealed, expunged or otherwise removed from your record, submit:
2. An original or court-certified copy of the court order vacating, setting aside, sealing expunging or otherwise removing the arrest or conviction, or
3. An original statement from the court that no record exists of your arrest or conviction.

NOTE: Unless a traffic incident was alcohol or drug related, you do not need to submit documentation for traffic fines and incidents that did not involve an actual arrest if the only penalty was a fine of less than \$500.00 and or points on your drivers license.

Where to File?

If you live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia or West Virginia, mail your petition to:

USCIS Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

If you live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail your petition to:

USCIS Texas Service Center
P.O. Box 850965,
Mesquite, TX 75185-0965

If you live in Arizona, California, Guam, Hawaii or Nevada, mail your petition to:

USCIS California Service Center
P.O. Box 10751
Laguna Niguel, CA 92607-0751

If you live elsewhere in the United States mail your petition to:

USCIS Nebraska Service Center
P.O. Box 87751
Lincoln, NE 68501-7751

NOTE: If you or your spouse are currently serving with or employed by the U.S. Government, either in a civilian or military capacity and assigned outside the United States, mail your petition to the USCIS Service Center having jurisdiction over your residence of record in the United States. Include a copy of the U.S. Government orders assigning you and your spouse abroad.

What Is the Filing Fee?

The filing fee for a Form is **\$465.00**.

An additional biometric fee of **\$80.00** is required when filing this Form I-751. After you submit Form I-751, USCIS will notify you about when and where to go for biometric services.

You may submit one check or money order for both the application and biometric fees, for a total of **\$545.00**.

NOTE: Each conditional resident dependent, eligible to be included on the principal applicant's Form I-751 and listed under Part 5 of Form I-751, is required to submit an additional biometric services fee of **\$80.00**, including dependents residing overseas pursuant to military or government orders, regardless of age.

Use the following guidelines when you prepare your check or money order for the Form I-751 and the biometric service fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.
 - C. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. consulate or embassy for instructions on the method of payment.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

How to Check If the Fees Are Correct?

The form and biometric fees on this form are current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at **www.uscis.gov**, select "Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or

3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

NOTE: If your Form I-751 requires payment of a biometric service fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometric fee.

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at www.uscis.gov, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Acceptance. Any application that is not signed or accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until accepted by USCIS.

Initial Processing. Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without the required initial evidence, you will not establish a basis for eligibility and we may deny your application.

Requests for More Information. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer needed.

Decision. The decision on the Form I-751 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at www.uscis.gov.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-751, we will deny the Form I-751 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-751.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 hours and 20 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0038. **Do not mail your application to this address.**

START HERE - Please type or print in black ink.

For USCIS Use Only

Part 1. Information about you.

Family Name (Last Name)	Given Name (First Name)	Full Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address: (Street Number and Name) Apt. #

<input type="text"/>	<input type="text"/>
----------------------	----------------------

C/O: (In Care Of)

City	State/Province
<input type="text"/>	<input type="text"/>

Country	Zip/Postal Code
<input type="text"/>	<input type="text"/>

Mailing Address, if different than above: (Street Number and Name) Apt. #

<input type="text"/>	<input type="text"/>
----------------------	----------------------

C/O: (In Care Of)

City	State/Province
<input type="text"/>	<input type="text"/>

Country	Zip/Postal Code
<input type="text"/>	<input type="text"/>

Date of Birth (mm/dd/yyyy)	Country of Birth	Country of Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alien Registration Number (#A)	Social Security # (if any)
<input type="text"/>	<input type="text"/>

Conditional Residence Expires on (mm/dd/yyyy)	Daytime Phone # (Area/Country Codes)
<input type="text"/>	<input type="text"/>

Part 2. Basis for petition. (Check one.)

- a. My conditional residence is based on my marriage to a U.S. citizen or permanent resident, and we are filing this petition together.
- b. I am a child who entered as a conditional permanent resident and I am unable to be included in a joint petition to remove the conditional basis of an alien's permanent residence (Form I-751) filed by my parent(s).

OR

My conditional residence is based on my marriage to a U.S. citizen or permanent resident, but I am unable to file a joint petition and I request a waiver because: **(Check one.)**

- c. My spouse is deceased.
- d. I entered into the marriage in good faith but the marriage was terminated through divorce/annulment.
- e. I am a conditional resident spouse who entered a marriage in good faith, and during the marriage I was battered by or was the subject of extreme cruelty by my U.S. citizen or permanent resident spouse or parent.
- f. I am a conditional resident child who was battered by or subjected to extreme cruelty by my U.S. citizen or conditional resident parent(s).
- g. The termination of my status and removal from the United States would result in an extreme hardship.

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	
<input type="checkbox"/> Petitioner Interviewed on _____	

Remarks

Action Block

To Be Completed by
Attorney or Representative, if any.

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

Part 3. Additional information about you.

1. Other Names Used (including maiden name):
2. Date of Marriage (mm/dd/yyyy) 3. Place of Marriage 4. If your spouse is deceased, give the date of death (mm/dd/yyyy)
5. Are you in removal, deportation or rescission proceedings? Yes No
6. Was a fee paid to anyone other than an attorney in connection with this petition? Yes No
7. Have you ever been arrested, detained, charged, indicted, fined or imprisoned for breaking or violating any law or ordinance (excluding traffic regulations), or committed any crime which you were not arrested in the United States or abroad? Yes No
8. If you are married, is this a different marriage than the one through which conditional residence status was obtained? Yes No
9. Have you resided at any other address since you became a permanent resident? (If yes, attach a list of all addresses and dates.) Yes No
10. Is your spouse currently serving with or employed by the U.S. government and serving outside the United States? Yes No

If you answered "Yes" to any of the above, provide a detailed explanation on a separate sheet(s) of paper and refer to "What Initial Evidence Is Required?" to determine what criminal history documentation to include with your petition. Place your name and Alien Registration Number (A#) at the top of each sheet and give the number of the item that refers to your response.

Part 4. Information about the spouse or parent through whom you gained your conditional residence.

Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Date of Birth (mm/dd/yyyy)	Social Security # (if any)	A# (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 5. Information about your children. List all your children. Attach other sheet(s) if necessary.

Name (First/Middle/Last)	Date of Birth (mm/dd/yyyy)	A # (if any)	If in U.S., give address/immigration status	Living with you?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6. Signature. *Read the information on penalties in the instructions before completing this section. If you checked block "a" in Part 2, your spouse must also sign below.*

I certify, under penalty of perjury of the laws of the United States of America, that this petition and the evidence submitted with it is all true and correct. If conditional residence was based on a marriage, I further certify that the marriage was entered in accordance with the laws of the place where the marriage took place and was not for the purpose of procuring an immigration benefit. I also authorize the release of any information from my records that the U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit sought.

Signature <input type="text"/>	Print Name <input type="text"/>	Date (mm/dd/yyyy) <input type="text"/>
Signature of Spouse <input type="text"/>	Print Name <input type="text"/>	Date (mm/dd/yyyy) <input type="text"/>

NOTE: If you do not completely fill out this form or fail to submit any required documents listed in the instructions, you may not be found eligible for the requested benefit and this petition may be denied.

Part 7. Signature of person preparing form, if other than above.

I declare that I prepared this petition at the request of the above person and it is based on all information of which I have knowledge.

Signature <input type="text"/>	Print Name <input type="text"/>	Date (mm/dd/yyyy) <input type="text"/>
Firm Name and Address <input type="text"/>	Daytime Phone Number (Area/Country Codes) <input type="text"/>	<input type="text"/>
	E-Mail Address (If any) <input type="text"/>	<input type="text"/>

Instructions for I-765, Application for Employment Authorization

Instructions

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form I-765 more than 30 days after the latest edition date shown in the lower right-hand corner, please visit our website at www.uscis.gov before you file, and check the Forms and Fees page to confirm the correct filing address and version currently in use. Check the edition date located in the lower right-hand corner of the form. If the edition date on your Form I-765 matches the edition date listed for Form I-765 on the online Forms and Fees page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have internet access, call the National Customer Service Center at 1-800-375-5283 to verify the current filing address and edition date. **Improperly filed forms will be rejected, and the fee returned, with instructions to resubmit the entire filing using the current form instructions.**

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Renewal EAD: An EAD issued to an eligible applicant at or after the expiration of a previous EAD issued under the same category.

Replacement EAD: An EAD issued to an eligible applicant when the previously issued EAD has been lost, stolen, mutilated, or contains erroneous information, such as a misspelled name.

Interim EAD: An EAD issued to an eligible applicant when USCIS has failed to adjudicate an application within 90 days of receipt of a properly filed EAD application or within 30 days of a properly filed initial EAD application based on an asylum application filed on or after January 4, 1995. The interim EAD will be granted for a period not to exceed 240 days and is subject to the conditions noted on the document.

What Is the Purpose of This Form?

Certain aliens who are temporarily in the United States may file a Form I-765, Application for Employment Authorization, to request an Employment Authorization Document (EAD). Other aliens who are authorized to work in the United States without restrictions should also use this form to apply to USCIS for a document evidencing such authorization. Please review **Eligibility Categories** to determine whether you should use this form.

If you are a Lawful Permanent Resident, a Conditional Resident, or a nonimmigrant authorized to be employed with a specific employer under 8 CFR 274a.12(b), please do **not** use this form.

Definitions.

Employment Authorization Document (EAD): Form I-688, Form I-688A, Form I-688B, Form I-766, or any successor document issued by USCIS as evidence that the holder is authorized to work in the United States.

Who May File This Form I-765?

USCIS adjudicates a request for employment authorization by determining whether an applicant has submitted the required information and documentation, and whether the applicant is eligible. In order to determine your eligibility, you must identify the category in which you are eligible and fill in that category in **Question 16** on the Form I-765. Enter only **one** of the following category numbers on the application form. For example, if you are a refugee applying for an EAD, you should write "(a)(3)" at **Question 16**.

For easier reference, the categories are subdivided as follows:

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1. Asylee/Refugee Categories.

- A. Refugee--(a)(3).** File your EAD application with either a copy of your Form I-590, Registration for Classification as Refugee, approval letter or a copy of a Form I-730, Refugee/ Asylee Relative Petition, approval notice.
- B. Paroled as a Refugee--(a)(4).** File your EAD application with a copy of your Form I-94, Arrival and Departure Record.
- C. Asylee (Granted Asylum)--(a)(5).** File your EAD application with a copy of the USCIS letter, or judge's decision, granting you asylum. It is not necessary to apply for an EAD as an asylee until 90 days before the expiration of your current EAD.
- D. Asylum Applicant (With a Pending Asylum Application) Who Filed for Asylum on or After January 4, 1995--(c)(8).** (For specific instructions for applicants with pending asylum claims, see Page 5).

2. Nationality Categories.

- A. Citizen of Micronesia, the Marshall Islands or Palau--(a)(8).** File your EAD application if you were admitted to the United States as a citizen of the Federated States of Micronesia (CFA/FSM), the Marshall Islands (CFA/MIS), or Palau, pursuant to agreements between the United States and the former trust territories.
- B. Deferred Enforced Departure (DED) / Extended Voluntary Departure--(a)(11).** File your EAD application with evidence of your identity and nationality.
- C. Temporary Protected Status (TPS)--(a)(12).** File your EAD application with Form I-821, Application for Temporary Protected Status. If you are filing for an initial EAD based on your TPS status, include evidence of identity and nationality as required by the Form I-821 instructions.

D. Temporary Treatment Benefits --(c)(19). For an EAD based on 8 CFR 244.5. Include evidence of nationality and identity as required by the Form I-821 instructions.

- 1. Extension of TPS status:** include a copy (front and back) of your last available TPS document: EAD, Form I-94 or approval notice.
- 2. Registration for TPS only without employment authorization:** file the Form I-765, Form I-821, and a letter indicating that this form is for registration purposes only. No fee is required for the Form I-765 filed as part of TPS registration. (Form I-821 has separate fee requirements.)

E. NACARA Section 203 Applicants Who Are Eligible to Apply for NACARA Relief With USCIS--(c)(10). See the instructions to Form I-881, Application for Suspension of Deportation or Special Rule Cancellation of Removal, to determine if you are eligible to apply for NACARA 203 relief with USCIS.

If you are eligible, follow the instructions below and submit your Form I-765 at the same time you file your Form I-881 application with USCIS:

- 1.** If you are filing a Form I-881 with USCIS, file your EAD application at the same time and at the same filing location. Your response to Question 16 on the Form I-765 should be "(c)(10)."
- 2.** If you have already filed your I-881 application at the service center specified on the Form I-881, and now wish to apply for employment authorization, your response to **Question 16** on Form I-765 should be "(c)(10)." You should file your EAD application at the Service Center designated in "Where to File" of these instructions.
- 3.** If you are a NACARA Section 203 applicant who previously filed a Form I-881 with USCIS, and the application is still pending, you may renew your EAD. Your response to **Question 16** on Form I-765 should be "(c)(10)." Submit the required fee and the EAD application to the service center designated in "Where to File" of these instructions.

F. Dependent of TECRO E-1 Nonimmigrant--(c). File your EAD application with the required certification from the American Institute in Taiwan if you are the spouse, or unmarried dependent son or daughter of an E-1 employee of the Taipei Economic and Cultural Representative Office.

3. Foreign Students.

- A. F-1 Student Seeking Optional Practical Training in an Occupation Directly Related to Studies--(c)(3)(i).** File your EAD application with a Certificate of Eligibility of Nonimmigrant (F-1) Student Status (Form I-20 A-B/I-20 ID) endorsed by a Designated School Official within the past 30 days.
- B. F-1 Student Offered Off-Campus Employment Under the Sponsorship of a Qualifying International Organization-- (c)(3)(ii).** File your EAD application with the international organization's letter of certification that the proposed employment is within the scope of its sponsorship, and a Certificate of Eligibility of Nonimmigrant (F-1) Student Status -- For Academic and Language Students (Form I-20 A-B/ -20 ID) endorsed by the Designated School Official within the past 30 days.
- C. F-1 Student Seeking Off-Campus Employment Due to Severe Economic Hardship--(c)(3)(iii).** File your EAD application with Form I-20 A-B/I-20 ID, Certificate of Eligibility of Nonimmigrant (F-1) Student Status -- For Academic and Language Students, and any evidence you wish to submit, such as affidavits, that detail the unforeseen economic circumstances that cause your request, and evidence you have tried to find off-campus employment with an employer who has filed a labor and wage attestation.
- D. J-2 Spouse or Minor Child of an Exchange Visitor--(c)(5).** File your EAD application with a copy of your J-1's (principal alien's) Certificate of Eligibility for Exchange Visitor (J-1) Status (Form IAP-66). You must submit a written statement, with any supporting evidence showing, that your employment is not necessary to support the J-1 but is for other purposes.
- E. M-1 Student Seeking Practical Training After Completing Studies--(c)(6).** File your EAD application with a completed Form I-539, Application to Change/Extend Nonimmigrant Status. Form I-20 M-N, Certificate of Eligibility for Nonimmigrant (M-1) Student Status -- For Vocational Students endorsed by the Designated School Official within the past 30 days.

4. Eligible Dependents of Employees of Diplomatic Missions, International Organizations, or NATO.

- A. Dependent of A-1 or A-2 Foreign Government Officials--(c)(1).** Submit your EAD application with Form I-566, Inter-Agency Record of Individual Requesting Change/Adjustment to, or from, A or G Status; or Requesting A, G, or NATO Dependent Employment Authorization, through your diplomatic mission to the Department of State (DOS). The DOS will forward all favorably endorsed applications directly to the Nebraska Service Center for adjudication.
- B. Dependent of G-1, G-3 or G-4 Nonimmigrant--(c)(4).** Submit your EAD application with a Form I-566, Inter-Agency Record of Individual Requesting Change/Adjustment to or from A or G Status; or Requesting A, G, or NATO Dependent Employment Authorization, through your international organization to the Department of State (DOS). [In New York City, the United Nations (UN) and UN missions should submit such applications to the United States Mission to the UN (USUN).] The DOS or USUN will forward all favorably endorsed applications directly to the Nebraska Service Center for adjudication.
- C. Dependent of NATO-1 Through NATO-6--(c)(7).** Submit your EAD application with Form I-566, Inter-Agency Record of Individual Requesting Change/ Adjustment to, or from, A or G Status; or Requesting A, G or NATO Dependent Employment Authorization, to NATO SACLANT, 7857 Blandly Road, C-027, Suite 100, Norfolk, VA 23551-2490. NATO/SACLANT will forward all favorably endorsed applications directly to the Nebraska Service Center for adjudication.

5. Employment-Based Nonimmigrant Categories.

- A. B-1 Nonimmigrant Who is the Personal or Domestic Servant of a Nonimmigrant Employer--(c)(17)(i).** File the EAD application with:
1. Evidence from your employer that he or she is a B, E, F, H, I, J, L, M, O, P, R, or TN nonimmigrant and you were employed for at least one year by the employer before the employer entered the United States or your employer regularly employs personal and domestic servants and has done so for a period of years before coming to the United States; and

2. Evidence that you have either worked for this employer as a personal or domestic servant for at least one year or, evidence that you have at least one year's experience as a personal or domestic servant; and
3. Evidence establishing that you have a residence abroad which you have no intention of abandoning.

B. B-1 Nonimmigrant Domestic Servant of a U.S. Citizen-- (c)(17)ii). File your EAD application with:

1. Evidence from your employer that he or she is a U.S. citizen; and
2. Evidence that your employer has a permanent home abroad or is stationed outside the United States and is temporarily visiting the United States or the citizen's current assignment in the United States will not be longer than four 4 years; and
3. Evidence that he or she has employed you as a domestic servant abroad for at least six months prior to your admission to the United States.

C. B-1 Nonimmigrant Employed by a Foreign Airline--(c)(17)(iii). File your EAD application with a letter from the airline fully describing your duties and indicating that your position would entitle you to E nonimmigrant status except for the fact that you are not a national of the same country as the airline or because there is no treaty of commerce and navigation in effect between the United States and that country.

D. Spouse of an E-1/E-2 Treaty Trader or Investor--(a)(17). File your EAD application with evidence of your lawful status and evidence you are a **spouse** of a principal E-1/E-2, such as your Form I-94. (Other relatives or dependents of E-1/E-2 aliens who are in E status are not eligible for employment authorization and may not file under this category.)

E. Spouse of an L-1 Intracompany Transferee--(a)(18). File your EAD application with evidence of your lawful status and evidence you are a **spouse** of a principal L-1, such as your I-94. (Other relatives or dependents of L-1 aliens who are in L status are not eligible for employment authorization and may not file under this category.)

6. Family-Based Nonimmigrant Categories.

A. K-1 Nonimmigrant Fiance(e) of U.S. Citizen or K-2 Dependent--(a)(6). File your EAD application if you are filing within 90 days from the date of entry. This EAD cannot be renewed. Any EAD application other than for a replacement must be based on your pending application for adjustment under (c)(9).

B. K-3 Nonimmigrant Spouse of U.S. Citizen or K-4 Dependent--(a)(9). File your EAD application along with evidence of your admission such as copies of your Form I-94, passport, and K visa.

C. Family Unity Program--(a)(13). If you are filing for initial or extension Family Unity benefits complete and submit Form I-817, Application for Voluntary Departure Under the Family Unity Program. An Employment Authorization Document (EAD) will be issued if your I-817 is approved, no I-765 application is necessary.

If your non-expired Family Unity EAD is lost or stolen file an I-765 application with proper fee(s), along with a copy of your approval notice for Family Unity benefits, to request a replacement.

D. LIFE Family Unity--(a)(14). If you are applying for initial employment authorization pursuant to the Family Unity provisions of section 1504 of the LIFE Act Amendments, or an extension of such authorization, you should not be using this form. Please obtain and complete a Form I-817, Application for Family Unity Benefits. If you are applying for a replacement EAD that was issued pursuant to the LIFE Act Amendments Family Unity provisions, file your EAD application with the required evidence listed in the "Required Document" section of these instructions.

E. V-1, V-2 or V-3 Nonimmigrant--(a)(15). If you have been inspected and admitted to the United States with a valid V visa, file this application along with evidence of your admission, such as copies of your Form I-94, passport, and K visa. If you have been granted V status while in the United States, file this application along with evidence of your V status, such as an approval notice. If you are in the United States but you have not yet filed an application for V status, you may file this application at the same time as you file your application for V status. USCIS will adjudicate this application after adjudicating your application for V status.

7. EAD Applicants Who Have Filed for Adjustment of Status.

- A. Adjustment Applicant--(c)(9).** File your EAD application with a copy of the receipt notice or other evidence that your Form I-485, Application for Permanent Residence or Adjust Status, is pending. You may file Form I-765 together with your Form I-485.
- B. Adjustment Applicant Based on Continuous Residence Since January 1, 1972--(c)(16).** File your EAD application with your Form I-485, Application for Permanent Residence; a copy of your receipt notice; or other evidence that the Form I-485 is pending.
- C. Renewal EAD for National Interest Waiver Physicians:** If you are filing for a renewal EAD based on your pending adjustment status and an approved National Interest Waiver Physician petition, you must also include evidence of your meaningful progress toward completing the national interest waiver obligation. Such evidence includes documentation of employment in any period during the previous 12 months (e.g. copies of W-2 forms). If you did not work as a national interest waiver physician during any period of the previous 12 months, you must explain and provide a statement of future intent to work in the national interest waiver employment.

8. Other Categories.

- A. N-8 or N-9 Nonimmigrant--(a)(7).** File your EAD application with the required evidence listed in the "Required Document" section of these instructions.
- B. Granted Withholding of Deportation or Removal (a)(10).** File your EAD application with a copy of the Immigration Judge's order. It is not necessary to apply for a new EAD until 90 days before the expiration of your current EAD.
- C. Applicant for Suspension of Deportation--(c)(10).** File your EAD application with evidence that your Form I-881, Application for Suspension of Deportation, or EOIR-40, is pending.

D. Paroled in the Public Interest--(c)(11). File your EAD application if you were paroled into the United States for emergent reasons or reasons strictly in the public interest.

E. Deferred Action--(c)(14). File your EAD application with a copy of the order, notice or document placing you in deferred action and evidence establishing economic necessity for an EAD.

F. Final Order of Deportation--(c)(18). File your EAD application with a copy of the order of supervision and a request for employment authorization which may be based on, but not limited to the following:

1. Existence of a dependent spouse and/or children in the United States who rely on you for support; and
2. Existence of economic necessity to be employed;
3. Anticipated length of time before you can be removed from the United States.

G. LIFE Legalization Applicant--(c)(24). We encourage you to file your EAD application together with your Form I-485, Application to Register Permanent Residence or Adjust Status, to facilitate processing. However, you may file Form I-765 at a later date with evidence that you were a CSS, LULAC, or Zambrano class member applicant before October 1, 2000 and with a copy of the receipt notice or other evidence that your Form I-485 is pending.

H. T-1 Nonimmigrant--(a)(16). If you are applying for initial employment authorization as a T-1 nonimmigrant, file this form only if you did not request an employment authorization document when you applied for T nonimmigrant status. If you have been granted T status and this is a request for a renewal or replacement of an employment authorization document, file this application along with evidence of your T status, such as an approval notice.

I. T-2, T-3, or T-4 Nonimmigrant--(c)(25). File this form with a copy of your T-1's (principal alien's) approval notice and proof of your relationship to the T-1 principal.

Required Documentation.

All applications must be filed with the documents required below, in addition to the particular evidence required for the category listed in "Who May File This Form I-765" with fee, if required.

If you are required to show economic necessity for your category, submit a list of your assets, income and expenses.

Please assemble the documents in the following order:

1. Your application with the filing fee. See "**What Is the Filing Fee**" for details.
2. If you are mailing your application to USCIS, you must also submit:
 - A. A copy of Form I-94 Departure Record (front and back), if available. If you are filing an I-765 under the (c) (9) category, an I-94 record need not be submitted.
 - B. A copy of your last EAD (front and back). If no prior EAD has been issued, you must submit a copy of a federal government issued identity document, such as a passport showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a National ID document with photo and/or fingerprint. The identity document photocopy must clearly show the facial features of the applicant and the biographical information.
 - C. You **must** submit two identical color photographs of yourself taken within 30 days of the filing of this application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

The passport-style photos must be 2" x 2." The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

Special Filing Instructions for Those With Pending Asylum Applications ((c)(8)).

Asylum Applicant (with a pending asylum application) who Filed for Asylum on or after January 4, 1995. *You must wait at least 150 days following the filing of your asylum claim before you are eligible to apply for an EAD. If you file your EAD application early, it will be denied. File your EAD application with:*

1. A copy of the USCIS acknowledgement mailer which was mailed to you; or
2. Other evidence that your Form I-589 was filed with USCIS; or
3. Evidence that your Form I-589 was filed with an Immigration Judge at the Executive Office for Immigration Review (EOIR); or
4. Evidence that your asylum application remains under administrative or judicial review.

Asylum Applicant (with a pending asylum application) who filed for Asylum and for Withholding of Deportation prior to January 4, 1995 and is NOT in Exclusion or Deportation Proceedings.

You may file your EAD application at any time; however, it will only be granted if USCIS finds that your asylum application is not frivolous. File your EAD application with:

1. A complete copy of your previously filed Form I-589; AND
2. A copy of your USCIS receipt notice; or
3. A copy of the USCIS acknowledgement mailer; or
4. Evidence that your Form I-589 was filed with EOIR; or
5. Evidence that your asylum application remains under administrative or judicial review; or
6. A copy of the USCIS acknowledgement mailer; or

Asylum applicant (with a pending asylum application) who filed an Initial Request for Asylum prior to January 4, 1995, and IS IN Exclusion or Deportation Proceedings. If you filed your Request for Asylum and Withholding of Deportation (Form I-589) prior to January 4, 1995 and you ARE IN exclusion or deportation proceedings, file your EAD application with:

1. A date-stamped copy of your previously filed Form I-589; or

2. A copy of Form I-221, Order to Show Cause and Notice of Hearing, or Form I-122, Notice to Applicant for Admission Detained for Hearing Before Immigration Judge; or
3. A copy of EOIR-26, Notice of Appeal, date stamped by the Office of the Immigration Judge; or
4. A date-stamped copy of a petition for judicial review or for *habeas corpus* issued to the asylum applicant; or
5. Other evidence that you filed an asylum application with EOIR.

Asylum application under the ABC Settlement

Agreement--(c)(8). If you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement, *American Baptist Churches v. Thornburgh*, 760 F. Supp. 976 (N.D. Cal. 1991), please follow the instructions contained in this section when filing your Form I-765.

You must have asylum application (Form I-589) on file either with USCIS or with an immigration judge in order to receive work authorization. Therefore, please submit evidence that you have previously filed an asylum application when you submit your EAD application. You are not required to submit this evidence when you apply, but it will help USCIS process your request efficiently.

If you are renewing or replacing your EAD, you must pay the filing fee.

Mark your application as follows:

1. Write "ABC" in the top right corner of your EAD application. You must identify yourself as an ABC class member if you are applying for an EAD under the ABC settlement agreement.
2. Write "(c)(8)" in **Section 16** of the application.

You are entitled to an EAD without regard to the merits of your asylum claim. Your application for an EAD will be decided within 60 days if: (1) you pay the filing fee, (2) you have a complete, pending asylum application on file, and (3) write "ABC" in the top right corner of your EAD application. If you do not pay the filing fee for an initial EAD request, your request may be denied if USCIS finds that your asylum application is frivolous. However, if you cannot pay the filing fee for an EAD, you may qualify for a fee waiver under 8 CFR 103.7(c).

What is the Filing Fee?

The filing fee for Form I-765 is \$340.00.

Exceptions:

Initial EAD: If this is your initial application and you are applying under one of the following categories, a filing fee is **not** required:

1. (a)(3) Refugee;
2. (a)(4) Paroled as Refugee;
3. (a)(5) Asylee;
4. (a)(7) N-8 or N-9 nonimmigrant;
5. (a)(8) Citizen of Micronesia, Marshall Islands or Palau;
6. (a)(10) Granted Withholding of Deportation;
7. (a)(11) Deferred Enforced Departure;
8. (a)(16) Victim of Severe Form of Trafficking (T-1);
9. (c)(1), (c)(4), or (c)(7) Dependent of certain foreign government, international organization, or NATO personnel; or
10. (c)(8) Applicant for asylum [an applicant filing under the special ABC procedures must pay the fee].

Renewal EAD: If this is a renewal application and you are applying under one of the following categories, a filing fee is **not** required:

1. (a)(8) Citizen of Micronesia, Marshall Islands, or Palau;
2. (a)(10) Granted Withholding of Deportation;
3. (a)(11) Deferred Enforced Departure; or
4. (c)(1), (c)(4), or (c)(7) Dependent of certain foreign government, international organization, or NATO personnel.

Replacement EAD: If this is your replacement application and you are applying under one of the following categories, a filing fee is **not** required:

1. (c)(1), (c)(4), or (c)(7) Dependent of certain foreign government, international organization, or NATO personnel.

Incorrect Card: No fee is required if you are filing only because the card issued to you was incorrect due to a USCIS administrative error. However, if the error was not caused by USCIS, both application and biometrics fees are required.

You may be eligible for a fee waiver under 8 CFR 103.7(c).

USCIS will use the Poverty Guidelines published annually by the Department of Health and Human Services as the basic criteria in determining the applicant's eligibility when economic necessity is identified as a factor.

The Poverty Guidelines will be used as a guide, but not as a conclusive standard, in adjudicating fee waiver requests for employment authorization applications requiring a fee.

Use the following guidelines when you prepare your check or money order for the Form I-765 fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

NOTE: If you filed a Form I-485, Application to Register Permanent Residence or Adjust Status, as of July 30, 2007, no fee is required to also file a request for employment authorization on Form I-765. You may file the I-765 concurrently with your I-485, or you may submit the I-765 at a later date. If you file Form I-765 separately, you must also submit a copy of your Form I-797C, Notice of Action, receipt as evidence of the filing of an I-485 as of July 30, 2007.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

The form fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at **www.uscis.gov**, select "Immigration Forms" check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

Where to File?

E-Filing Form I-765: Certain Form I-765 filings may be electronically filed (E-Filed) with USCIS. Please view our website at www.uscis.gov for a list of who is eligible to e-file this form and instructions.

If your response to **Question 16** is **(a)(3)**, admitted as a refugee, **(a)(4)**, paroled as a refugee, **(a)(5)**, asylum granted, **(a)(7)**, **N-8** or **N-9** nonimmigrant, or **(a)(8)**, admitted as citizen of the Federated States of Micronesia or of the Marshall Islands mail your application to:

USCIS
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

For private courier (non-USPS) deliveries:

USCIS
Nebraska Service Center
850 S. Street
Lincoln, NE 68508-1225

If your response to **Question 16** is:

1. **(a)(10)**, an alien granted withholding of deportation or removal;
2. **(c)(11)**, an alien paroled into the United States temporarily for emergency reasons, or reasons deemed strictly in the public interest;

-
3. **(c)(14)**, an alien who has been granted deferred action, (exception: if the grant of deferred action was based on an approved Form I-360 petition filed for a battered or abused spouse or child file your Form I-765 with the Vermont Service Center at the address below);
 4. **(c)(16)**, an alien who has filed an application for creation of record of lawful admission for permanent residence; or
 5. **(c)(18)**, an alien against whom a final order of deportation or removal exists and who is released on an order of supervision, mail your application to the following address:

USCIS

P.O. Box 805887
Chicago, IL 60680-4120

If your response to **Question 16** is **(c)(14)**, an alien who has been granted deferred action based on an approved Form I-360 petition filed for a battered or abused spouse or child, **(a)(16)**, victim of trafficking, or **(c)(25)**, immediate family member of a T-1 victim of severe form of trafficking in persons, send your application to (this address may be used for both US Postal Service and private courier deliveries):

USCIS

Vermont Service Center
Attn: I-765
75 Lower Welden St.
St. Albans, VT 05479-0001

If your response to **Question 16** is **(a)(14)**, an alien granted family unity benefits under Section 1504 of the LIFE Act, or **(c)(24)**, an alien who has filed for adjustment pursuant to section 1104 of the LIFE Act, mail your application to:

USCIS

P.O. Box 7219
Chicago, IL 60680-7219

If your response to **Question 16** is **(a)(15)**, any alien in V nonimmigrant status, mail your application to:

USCIS

P.O. Box 7216
Chicago, IL 60680-7216

If your response to **Question 16** is **(a)(12)**, alien granted Temporary Protected Status, or **(c)(19)**, alien who has a pending application for TPS, mail your application according to the instructions in the Federal Register notice for your particular country's TPS designation.

If you need to replace a valid lost, stolen or mutilated Temporary Protected Status EAD, send your application to (this address may be used for both US Postal Service and private courier deliveries):

USCIS

Vermont Service Center
Attn: TPS
75 Lower Welden St.
St. Albans, VT 05479-0001

If your response to **Question 16** is **(c)(1)**, alien spouse or unmarried dependent child, son or daughter of a foreign government official, or **(c)(4)**, eligible dependent of a G-1, G-3 or G-4 non-immigrant, or **(c)(7)**, dependent of a NATO 1 through NATO 7, submit your application through your principal's sponsoring organization. Your application will be reviewed and forwarded by DOS, USUN, or NATO/SACLANT to the Nebraska Service Center following certification of your eligibility for an EAD.

If your response to **Question 16** is **(c)(8)** under the special ABC filing instructions, and you are filing your Form I-589 Application for Asylum and this application together, mail your applications to the office where you will file your asylum application. Otherwise, for all other **(c)(8)** filings, see additional instructions below.

If your response to **Question 16** is **(c)(9)** and you filed your I-485 application with the USCIS Chicago Lockbox Facility, file your Form I-765 with the following address (if you filed your Form I-485 with a USCIS service center, see instructions below):

USCIS Lockbox Addresses:

For United States Postal Service (USPS) deliveries:

USCIS

P.O. Box 805887
Chicago, IL 60680-4120

For private courier (non-USPS) deliveries:

USCIS

Attn: FBASI
427 S. LaSalle, 3rd Floor
Chicago, IL 60605-1029

Otherwise, if you filed your I-485 adjustment application with a USCIS service center, you must file Form I-765 at the Nebraska Service Center or the Texas Service Center, depending on where you live (see the following addresses).

Nebraska Service Center Filings

File Form I-765 alone or concurrently with Form I-485 with the Nebraska Service Center if you live in:

Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming.

If you are filing Form I-765 alone, mail your Form I-765 package to:

USCIS
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

If you are filing Form I-765 concurrently with Form I-485, mail to:

USCIS
Nebraska Service Center
P.O. Box 87485
Lincoln, NE 68501-7485

For private courier (non-USPS) deliveries:

USCIS
Nebraska Service Center
850 S. Street
Lincoln, NE 68508-1225

Texas Service Center Filings

File Form I-765 with the Texas Service Center if you live in:

Alabama, Arkansas, Connecticut, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, South Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia or Washington, DC.

If you are filing Form I-765 concurrently with Form I-485, mail your Form I-765 to the address you will use to file Form I-485.

If you are filing Form I-765 alone, mail your Form I-765 package to:

USCIS
Texas Service Center
P.O. Box 851041
Mesquite, TX 75185-1041

For private courier (non-USPS) deliveries:

USCIS
Texas Service Center
4141 North St. Augustine Road
Dallas, TX 75227

If your response to **Question 16** is:

1. **(a)(6)**, alien admitted as a nonimmigrant fiancé(e) pursuant to section 101(a)(15) (K)(i);
2. **(a)(11)**, alien granted extended voluntary departure by the Secretary as a member of a nationality group pursuant to a request by the Secretary of State;
3. **(a)(13)**, alien granted voluntary departure under the Family Unity Program;
4. **(a)(17)**, spouse of a treaty trader, investor;
5. **(a)(18)**, spouse of an intracompany transferee;
6. **(c)(2)**, alien spouse or unmarried dependent son or daughter of an employee of the Coordination Council for North American Affairs;
7. **(c)(3)(i)**, F-1 student seeking optional practical training;
8. **(c)(3)(ii)**, F-1 student offered employment under the sponsorship of an international organization;
9. **(c)(3)(iii)**, F-1 student seeking employment because of severe economic hardship;
10. **(c)(5)**, spouse or minor child of an exchange visitor (J-2);
11. **(c)(6)**, M-1 student seeking employment for practical training;
12. **(c)(8)**, an alien who has filed an application for asylum or withholding of deportation or removal;
13. **(c)(17)(i)**, a visitor for business (B-1) who is the personal or domestic servant who is accompanying or following to join an employer;
14. **(c)(17)(ii)**, a domestic servant of a U.S. citizen accompanying or following to join his or her U.S. citizen employer who has a permanent home or is stationed in a foreign country; or
15. **(c)(17)(iii)**, an employee of a foreign airline engaged in international transportation of passengers freight;

mail your application to the appropriate Service Center depending on where you live (see chart on the following page).

If you live in:		Mail your application to:
Connecticut D.C. Maryland New Hampshire New York Puerto Rico Vermont West Virginia	Delaware Maine Massachusetts New Jersey Pennsylvania Rhode Island Virginia U.S.V.I.	For both US Postal Service and private courier deliveries: USCIS Vermont Service Center ATTN: I-765 75 Lower Welden Street St. Albans, VT 05479-0001
Arizona Guam Nevada	California Hawaii	US Postal Service deliveries: USCIS California Service Center P.O. Box 10765 Laguna Niguel, CA 92607-1076 For private courier (non-USPS) deliveries: USCIS California Service Center 24000 Avila Road 2nd Floor, Room 2312 Laguna Niguel, CA 92677
Alabama Florida Kentucky Mississippi North Carolina South Carolina Texas	Arkansas Georgia Louisiana New Mexico Oklahoma Tennessee	US Postal Service deliveries: USCIS Service Center Texas Service Center P.O. Box 851041 Mesquite, TX 75185-1041 For private courier (non-USPS) deliveries: USCIS Texas Service Center 4141 N St. Augustine Rd Dallas, TX 75227
Alaska Idaho Indiana Kansas Minnesota Montana North Dakota Oregon Utah Wisconsin	Colorado Illinois Iowa Michigan Missouri Nebraska Ohio South Dakota Washington Wyoming	US Postal Service deliveries: USCIS Service Center Nebraska Service Center P.O. Box 87765 Lincoln, NE 68501-7765 For private courier (non-USPS) deliveries: USCIS Nebraska Service Center 850 S. Street Lincoln, NE 68508-1225

If your response to **Question 16** is:

- (a)(9)**, admitted as a K-3 spouse or K-4 dependant; or
- (c)(10)**, and you are a NACARA 203 applicant eligible to apply for relief with USCIS, or if your I-881 application is still pending with USCIS and you wish to renew your EAD:

mail your EAD application with the required fee to the appropriate USCIS service center below:

If you live in Alabama, Arkansas, Colorado, Connecticut, Delaware, the District of Columbia, Florida, Georgia, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Utah, the U.S. Virgin Islands, Vermont, Virginia, West Virginia or Wyoming, send your application to (this address may be used for both US Postal Service and private courier deliveries):

USCIS
Vermont Service Center
Attn: I-765
75 Lower Welden St.
St. Albans, VT 05479-0001

If you live in Alaska, Arizona, California, the Commonwealth of Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, Ohio, South Dakota, Washington or Wisconsin, mail your application to:

USCIS
California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-1076

For private courier (non-USPS) deliveries:

USCIS
California Service Center
24000 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677

NOTE: You should submit the fee for the EAD application on a separate check or money order. Do not combine your check or money order with the fee for the Form I-881.

If your response to **Question 16** is (c)(10) and you are not eligible to apply for NACARA 203 relief with USCIS, but you are eligible for other deportation or removal relief, mail your application to the following address:

USCIS
P.O. Box 805887
Chicago, IL 60680-4120

Questions Regarding Form I-765

For additional information about Form I-765, including how to file your application or filing locations not mentioned, call the USCIS National Customer Service Center at **1-800-375-5283** or visit our website at **www.uscis.gov**.

Processing Information.

Any Form I-765 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-765 is deficient. You may correct the deficiency and resubmit the Form I-765. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form I-765 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-765.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Interim EAD. If you have not received a decision within 90 days of receipt by USCIS of a properly filed EAD application or within 30 days of a properly filed initial EAD application based on an asylum application filed on or after January 4, 1995, you may obtain interim work authorization by appearing in person at your local USCIS district office. You must bring proof of identity and any notices that you have received from USCIS in connection with your application for employment authorization.

Approval. If approved, your EAD will either be mailed to you or you may be required to appear at your local USCIS office to pick it up.

Denial. If your application cannot be granted, you will receive a written notice explaining the basis of your denial.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-765, we will deny the Form I-765 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Paperwork Reduction Act.

Authority for Collecting This Information. The authority to require you to file Form I-765, Application for Employment Authorization, when applying for employment authorization is found at sections 103(a) and 274A(h)(3) of the Immigration and Nationality Act. Information you provide on your Form I-765 is used to determine whether you are eligible for employment authorization and for the preparation of your Employment Authorization Document if you are found eligible. Failure to provide all information as requested may result in the denial or rejection of this application. The information you provide may also be disclosed to other federal, state, local and foreign law enforcement and regulatory agencies during the course of the USCIS investigations.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 hours and 25 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0040. **Do not mail your application to this address.**

I-765, Application for Employment Authorization

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) _____ until _____ (Date). _____ (Date). Subject to the following conditions: _____ <input type="checkbox"/> Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (*of lost employment authorization document*)
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) _____ (Middle) _____	11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No Which USCIS Office? _____ Date(s) _____
2. Other Names Used (Include Maiden Name) _____	Results (Granted or Denied - attach all documentation) _____
3. Address in the United States (Number and Street) _____ (Apt. Number) _____ (Town or City) _____ (State/Country) _____ (ZIP Code) _____	12. Date of Last Entry into the U.S. (mm/dd/yyyy) _____
4. Country of Citizenship/Nationality _____	13. Place of Last Entry into the U.S. _____
5. Place of Birth (Town or City) _____ (State/Province) _____ (Country) _____	14. Manner of Last Entry (Visitor, Student, etc.) _____
6. Date of Birth (mm/dd/yyyy) _____ 7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	15. Current Immigration Status (Visitor, Student, etc.) _____
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.). Eligibility under 8 CFR 274a.12 () () ()
9. Social Security Number (Include all numbers you have ever used) (if any) _____	
10. Alien Registration Number (A-Number) or I-94 Number (if any) _____	

Certification.

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that the U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature _____ Telephone Number _____ Date _____

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated			Completed	
			Rec'd	Sent	Approved	Denied	Returned

Instructions

How Should I Complete This Form?

- Print clearly or type your answers using CAPITAL letters.
- Use black or blue ink.
- If you need extra space to answer any item:
 - Attach a separate sheet of paper (or more sheets if necessary);
 - Write your name, U.S. Social Security number and the words "Form I-864" on the top right corner of the sheet; and
 - Write the number and subject of each question for which you are providing additional information.

What Is the Purpose of This Form?

This form is required for most family-based immigrants and some employment-based immigrants to show that they have adequate means of financial support and that they are not likely to become a public charge. For more information about Form I-864, or to obtain related forms please contact:

- The USCIS website (www.uscis.gov);
- The National Customer Service Center (NCSC) telephone line at 1-800-375-5283 TTY: (1-800-767-1833); or
- Your local USCIS office by using Infopass.

How Is This Form Used?

This form is a contract between a sponsor and the U.S. Government. Completing and signing this form makes you the sponsor. You must show on this form that you have enough income and/or assets to maintain the intending immigrant(s) and the rest of your household at 125 percent of the Federal Poverty Guidelines. By signing Form I-864, you are agreeing to use your resources to support the intending immigrant(s) named in this form, if it becomes necessary.

The submission of this form may make the sponsored immigrant ineligible for certain Federal, State, or local means-tested public benefits, because an agency that provides means-tested public benefits will consider *your* resources and assets as available to the sponsored immigrant in determining his or her eligibility for the program.

If the immigrant sponsored in this affidavit does receive one of the designated Federal, State or local means-tested public benefits, the agency providing the benefit may request that you repay the cost of those benefits. That agency can sue you if the cost of the benefits provided is not repaid.

Not all benefits are considered to be means-tested public benefits. See Form I-864P, Poverty Guidelines, for more information on which benefits may be covered by this definition, or the contract on **Page 6** of this form for a list of benefits explicitly not considered means-tested public benefits.

Who Needs This Form?

The following immigrants are required by law to submit Form I-864 completed by the petitioner to obtain an immigrant visa overseas or to adjust status to that of a lawful permanent resident in the United States:

- All immediate relatives of U.S. citizens (spouses, unmarried children under age 21, and parents of U.S. citizens age 21 and older);
- All family-based preference immigrants (unmarried sons and daughters of U.S. citizens, spouses and unmarried sons and daughters of permanent resident aliens, married sons and daughters of U.S. citizens, and brothers and sisters of U.S. citizens age 21 and older); and
- Employment-based preference immigrants in cases only when a U.S. citizen or lawful permanent resident relative filed the immigrant visa petition or such relative has a significant ownership interest (five percent or more) in the entity that filed the petition.

Are There Exceptions to Who Needs This Form?

The following types of intending immigrants do not need to file this form:

- Any intending immigrant who has earned or can be credited with 40 qualifying quarters (credits) of work in the United States. In addition to their own work, intending immigrants may be able to secure credit for work performed by a spouse during marriage and by their parent(s) while the immigrants were under 18 years of age. The Social Security Administration (SSA) can provide information on how to count quarters of work earned or credited and how to provide evidence of such. See the SSA website at www.ssa.gov/mystatement/credits for more information;
- Any intending immigrant who will, upon admission, acquire U.S. citizenship under section 320 of the Immigration and Nationality Act, as amended by the Child Citizenship Act of 2000 (CCA);
- Self-petitioning widow/ers who have an approved Petition for Amerasian, Widow(er), or Special Immigrant, Form I-360; and

- Self-petitioning battered spouses and children who have an approved Petition for Amerasian, Widow(er), or Special Immigrant, Form I-360.

NOTE: *If you qualify for one of the exemptions listed above, submit Form I-864W, Intending Immigrant's I-864 Exemption, instead of Form I-864.*

Who Completes and Signs Form I-864?

A sponsor completes and signs Form I-864. A sponsor is required to be at least 18 years old and domiciled in the United States, or its territories or possessions (see Step-by-step Instructions for more information on domicile). The petitioning sponsor must sign and complete Form I-864, even if a joint sponsor also submits an I-864 to meet the income requirement. The list below identifies who must become sponsors by completing and signing a Form I-864.

- The U.S. citizen or lawful permanent resident who filed a Form I-130 for a family member, Form I-129F for a fiancé(e), or Form I-600 or I-600A for an orphan.
- The U.S. citizen or permanent resident alien who filed an employment-based immigrant visa petition (Form I-140) for a spouse, parent, son, daughter, or sibling who: (1) has a significant ownership interest (five percent or more) in the business which filed the employment-based immigrant visa petition; or (2) is related to the intending immigrant as a spouse, parent, son, daughter, or sibling.

What Are the Income Requirements?

To qualify as a sponsor, you must demonstrate that your income is at least 125 percent of the current Federal poverty guideline for your household size. The Federal poverty line, for purposes of this form, is updated annually and can be found on Form I-864P, Poverty Guidelines.

If you are on active duty in the U.S. Armed Forces, including the Army, Navy, Air Force, Marines or Coast Guard, and you are sponsoring your spouse or minor child, you only need to have an income of 100 percent of the Federal poverty line for your household size. This provision does not apply to joint or substitute sponsors.

How Do I Count Household Size?

Your household size includes yourself and the following individuals, no matter where they live: any spouse, any dependent children under the age of 21, any other dependents listed on your most recent Federal income tax return, all persons being sponsored in this affidavit of support, and any immigrants previously sponsored with a Form I-864 or Form I-864 EZ affidavit of support whom you are still obligated to support. If necessary to meet the income requirements to be a sponsor, you may include additional relatives (adult children, parents, or siblings) as part of your household size as long as they have the same principal residence as you and promise to use their income and resources in support of the intending immigrant(s).

What If I Cannot Meet the Income Requirements?

If your income alone is not sufficient to meet the requirement for your household size, the intending immigrant will be ineligible for an immigrant visa or adjustment of status, unless the requirement can be met using any combination of the following:

- Income from any relatives or dependents living in your household or dependents listed on your most recent Federal tax return who signed a Form I-864A;
- Income from the intending immigrant, if that income will continue from the same source after immigration, and if the intending immigrant is currently living in your residence. If the intending immigrant is your spouse, his or her income can be counted regardless of current residence, but it must continue from the same source after he or she becomes a lawful permanent resident.
- The value of your assets, the assets of any household member who has signed a Form I-864A, or the assets of the intending immigrant;
- A joint sponsor whose income and/or assets equal at least 125 percent of the Poverty Guidelines. See question below for more information on joint sponsors.

How Can My Relatives and Dependents Help Me Meet the Income Requirements?

You may use the income of your spouse and/or any other relatives living in your residence if they are willing to be jointly responsible with you for the intending immigrant(s) you are sponsoring. If you have any unrelated dependents listed on your income tax return you may include their income regardless of where they reside.

The income of such household members and dependents can be used to help you meet the income requirements if they complete and sign Form I-864A, Contract Between Sponsor and Household Member, and if they are at least 18 years of age when they sign the form.

Can the Intending Immigrant Help Me Meet the Income Requirements?

If certain conditions are met, the intending immigrant's income can help you meet the income requirement. If the intending immigrant is your spouse, his or her income can be included if it will continue from the same source after he or she obtains lawful permanent resident status. If the intending immigrant is another relative, there are two requirements.

First, the income must be continuing from the same source after he or she obtains lawful permanent resident status, and second, the intending immigrant must currently live with you in your residence. Evidence must be provided to support both requirements.

However, an intending immigrant whose income is being used to meet the income requirement does not need to complete Form I-864A, Contract Between Sponsor and Household Member, unless the intending immigrant has a spouse and/or children immigrating with him or her. In this instance, the contract relates to support for the spouse and/or children.

Does Receipt of Means-Tested Public Benefits Disqualify me From being a Sponsor?

No. Receipt of means-tested public benefits does not disqualify anyone from being a sponsor. However, means-tested public benefits cannot be accepted as income for the purposes of meeting the income requirement.

How Can I Use Assets to Qualify?

Assets may supplement income if the consular or immigration officer is convinced that the monetary value of the asset could reasonably be made available to support the sponsored immigrant and converted to cash within one year without undue harm to the sponsor or his or her family members. You may not include an automobile unless you show that you own at least one working automobile that you have not included.

What Is a Joint Sponsor?

If the person who is seeking the immigration of one or more of his or her relatives cannot meet the income requirements, a "joint sponsor" who can meet the requirements may submit a Form I-864 to sponsor all or some of the family members.

A joint sponsor can be any U.S. citizen, U.S. national, or lawful permanent resident who is at least 18 years old, domiciled in the United States, or its territories or possessions, and willing to be held jointly liable with the petitioner for the support of the intending immigrant. A joint sponsor does not have to be related to the petitioning sponsor or the intending immigrant.

If the first joint sponsor completes Form I-864 for some rather than all the family members, a second qualifying joint sponsor will be required to sponsor the remaining family members. There may be no more than two joint sponsors. A joint sponsor must be able to meet the income requirements for all the persons he or she is sponsoring without combining resources with the petitioning sponsor or a second joint sponsor. Any dependents applying for an immigrant visa or adjustment of status more than six months after immigration of the intending immigrants must be sponsored by the petitioner but may be sponsored by an original joint sponsor or a different joint sponsor.

Even if one or more I-864s are submitted for an intending immigrant, the petitioning sponsor remains legally accountable for the financial support of the sponsored alien along with the joint sponsor(s).

What Is a Substitute Sponsor?

A substitute sponsor is a sponsor who is completing a Form I-864 on behalf of an intending immigrant whose original I-130 petitioner has died after the Form I-130 was approved, but before the intending immigrant obtained permanent residence.

The substitute sponsor must be related to the intending immigrant in one of the following ways: spouse, parent, mother-in-law, father-in-law, sibling, child (at least 18 years of age), son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild or legal guardian. The substitute sponsor must also be a U.S. citizen or lawful permanent resident.

If you are a substitute sponsor, you must indicate that that you are related to the intending immigrant in one of the ways listed above and include evidence proving that relationship. The beneficiary must also file this form along with a written statement explaining the reasons why the Form I-130 visa petition should be reinstated, having been revoked following the petitioner's death. The beneficiary must also include a copy of the Form I-130 approval notice.

How Long Does My Obligation as a Sponsor Continue?

Your obligation to support the immigrant(s) you are sponsoring in this affidavit of support will continue until the sponsored immigrant becomes a U.S. citizen, or can be credited with 40 qualifying quarters of work in the United States.

Although 40 qualifying quarters of work (credits) generally equate to ten years of work, in certain cases the work of a spouse or parent adds qualifying quarters. The Social Security Administration can provide information on how to count qualifying quarters (credits) of work.

The obligation also ends if you or the sponsored immigrant dies or if the sponsored immigrant ceases to be a lawful permanent resident and departs the United States. Divorce does not end the sponsorship obligation.

Do I Need to Submit a Separate Affidavit for Each Family Member?

You must submit a Form I-864 affidavit of support for each intending immigrant you are sponsoring. You may submit photocopies if you are sponsoring more than one intending immigrant listed on the same affidavit of support.

Separate affidavits of support are required for intending immigrants for whom different Form I-130 family-based petitions were filed. For instance, if you are sponsoring both parents, each will need an original affidavit of support and accompanying documentation since you were required to submit separate Form I-130 visa petitions for each parent.

Often a spouse or minor children obtain visas or adjust status as dependents of a relative, based on the same visa petition. If you are sponsoring such dependents, you only need to provide a photocopy of the original Form I-864, as long as these dependents are immigrating at the same time as the principal immigrant or within six months of the time he or she immigrates to the United States. You do not need to provide copies of the supporting documents for each of the photocopied Forms I-864.

When Do I Complete Form I-864 and Where Do I Send It?

If the intending immigrant will apply for an immigrant visa at a U.S. Embassy or Consulate overseas:

Complete Form I-864 when it is mailed to you from the National Visa Center (NVC). Different instructions apply to some cases so follow the instructions provided by the National Visa Center for your particular case. The instructions on when and where to submit Form I-864 are included in the information packet that is mailed to you with Form I-864. Form I-864 and all accompanying documentation must be submitted to the government within one year of when you sign Form I-864.

If the intending immigrant will adjust status in the United States:

Complete Form I-864 when the intending immigrant is ready to submit his or her Form Application to Register Permanent Residence or Adjust Status. Then give the completed Form I-864 along with any Forms I-864A and all supporting documentation to the intending immigrant to submit with his or her application for adjustment of status. To be valid, Form I-864 and all supporting documentation must be submitted within one year of when you sign Form I-864. For privacy, you may enclose these documents in a sealed envelope marked "Form I-864: To Be Opened Only by a U.S. Government Official." You may be requested to submit updated information if there is a significant delay in processing.

Do I Have to Report My Change of Address If I Move?

Federal law requires that every sponsor report every change of address to the USCIS within 30 days of the change. To do this, send a completed Form I-865, Sponsor's Change of Address, to the Service Center having jurisdiction over your new address.

Do not complete Form I-865 at the same time that you complete the I-864.

You should complete and submit Form I-865 to USCIS only when the address you indicated on the original I-864 Affidavit of Support has changed. Please see Form I-865 for further directions on filing the Sponsor's Change of Address. This requirement does not relieve a sponsor who is a lawful permanent resident from submitting Form AR-11 within ten days of a change of address.

Step-by-Step Instructions

Form I-864 is divided into nine parts. The information below will help you fill out the form.

Part 1. Basis for Filing Affidavit of Support.

- Check **box "a"** if you are the petitioner who is filing or who has already filed Form I-130, Petition for Alien Relative; Form I-600, Petition to Classify Orphan as an Immediate Relative; or Form I-600A, Application for Advance Processing of Orphan Petition. If you are the petitioner, you must sponsor each intending immigrant.
- Check **box "b"** if you are filing or have filed Form I-140, Immigrant Petition for Alien Worker, for your husband, wife, father, mother, child, adult son or daughter, brother, or sister.
- Check **box "c"** if you have an ownership interest of at least five percent in a business, corporation or other entity that filed or is filing a Form I-140 for your husband, wife, father, mother, child, adult son or daughter, brother, or sister.
- Check **box "d"** if you are the only joint sponsor or box "e" if you are either of two joint sponsors. A joint sponsor must be a person, and may not be a corporation, organization, or other entity. A joint sponsor does not have to be related to the intending immigrant. Indicate whether you are the only joint sponsor or one of two joint sponsors. Check with the petitioning sponsor or the intending immigrant if you are not certain.
- Check **box "f"** if you are the substitute sponsor. A substitute sponsor is a sponsor who is completing a Form I-864 on behalf of an intending immigrant whose original Form I-130 petitioner has died after the Form I-130 was approved, but before the intending immigrant obtained permanent residence. The substitute sponsor must be related to the intending immigrant in one of the following ways: spouse, parent, mother-in-law, father-in-law, sibling, child (at least 18 years of age), son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild or legal guardian. The substitute sponsor must also be a U.S. citizen or lawful permanent resident. If you are a substitute sponsor, you must sponsor each intending immigrant.

Part 2. Information on the Principal Immigrant.

The principal immigrant is the intending immigrant who is the primary beneficiary of the visa petition.

6. Alien Registration Number. An "A-number" is an Alien Registration Number assigned by the former Immigration and Naturalization Service (INS) or U.S. Citizenship and Immigration Services (USCIS). If the intending immigrants you are sponsoring have not previously been in the United States or have only been in the United States as tourists, they probably do not have A-numbers. Persons with A-numbers can locate the number on their INS or USCIS-issued documentation.

8. Indicate whether you are sponsoring the principal immigrant listed in **item 2** in this Form I-864. This only applies to cases with two joint sponsors. Check "No" only if you are sponsoring only intended immigrants listed in **9** (a through e) and not the principal immigrant listed in **item 2**.

Part 3. Information on Immigrants You Are Sponsoring.

9. Accompanying Family Members You are Sponsoring

The immigrant you are sponsoring may be bringing a spouse and/or children to the United States. If the spouse and/or children will be traveling with the immigrant, or within six months of the immigrant's entry to the United States and you are sponsoring them, you should list the names and other requested information on the lines provided. If any dependents are not immigrating, will be immigrating more than 6 months after the sponsored alien arrives in the United States, or you are not sponsoring them, do not list their names here. A separate Form I-864 will be required for them when they apply for their immigrant visas.

Part 4. Information on the Sponsor.

15. Country of Domicile. This question is asking you to indicate the country where you maintain your principal residence and where you plan to reside for the foreseeable future. If your mailing address and/or place of residence is not in the United States, but your country of domicile is the United States, you must attach a written explanation and documentary evidence indicating how you meet the domicile requirement. If you are not currently living in the United States, you may meet the domicile requirement if you can submit evidence to establish that any of the following conditions apply:

A. You are employed by a certain organization.

Some individuals employed overseas are automatically considered to be domiciled in the United States because of the nature of their employment. The qualifying types of employment include employment by:

- The U.S. government;
- An American institution of research recognized by the Secretary of Homeland Security (The list of qualifying institutions may be found at 8 CFR 316.20);
- A U.S. firm or corporation engaged in whole or in part in the development of foreign trade and commerce with the United States, or a subsidiary of such a firm or corporation;
- A public international organization in which the United States participates by treaty or statute;
- A religious denomination having a bona fide organization in the United States, if the employment abroad involves the person's performance of priestly or ministerial functions on behalf of the denomination; or
- A religious denomination or interdenominational missionary organization having a bona fide organization in the United States, if the person is engaged solely as a missionary.

B. You are living abroad temporarily.

If you are not currently living in the United States, you must show that your trip abroad is temporary and that you have maintained your domicile in the United States. You can show this by providing proof of your voting record in the United States, proof of paying U.S. State or local taxes, proof of having property in the United States, proof of maintaining bank or investment accounts in the United States, or proof of having a permanent mailing address in the United States. Other proof could be evidence that you are a student studying abroad or that a foreign government has authorized a temporary stay.

C. You intend in good faith to reestablish your domicile in the United States no later than the date of the intending immigrant's admission or adjustment of status.

You must submit proof that you have taken concrete steps to establish you will be domiciled in the United States at a time no later than the date of the intending immigrant's admission or adjustment of status. Concrete steps might include accepting a job in the United States, signing a lease or purchasing a residence in the United States, or registering children in U.S. schools. Please attach proof of the steps you have taken to establish domicile as described above.

18. U.S. Social Security Number.

Every sponsor's Social Security number is required by law. If you do not currently have a Social Security number you must obtain one before submitting this Form I-864.

19. Citizenship/Residency.

Proof of U.S. citizen, national, or permanent resident status is required for joint and substitute sponsors and for relatives of employment-based immigrants who file this form. Petitioning relatives who have already filed proof of their citizenship or immigration status with Forms I-130, Form I-129F, I-600 and I-600A do not need to submit proof of their status with this form.

Proof of U.S. citizen or national status includes a copy of your birth certificate, certificate of naturalization, certificate of citizenship, consular report of birth abroad to citizen parents, or a copy of the biographic data page of your U.S. passport.

Proof of permanent resident status includes a photocopy of both sides of the "green card," Form I-551, Alien Registration Receipt Card/Permanent Resident Card; or a photocopy of an unexpired temporary I-551 stamp in either a foreign passport or a DHS Form I-94, Arrival/Departure Document.

20. Military Service.

Check "yes" if you are the petitioning sponsor and on active duty in the U.S. Army, Navy, Air Force, Marines, or Coast Guard, other than for training. If you provide evidence that you are currently on active duty in the military and you are petitioning for your spouse or minor child, you will need to demonstrate income at only 100 percent of the poverty level for your household size, instead of at 125 percent of the poverty level. (See Form I-864P for information on the poverty levels.) Check "no" if you are not on active duty in the U.S. military. This provision does not apply to joint and substitute sponsors.

Part 5. Sponsor's Household Size.

This section asks you to add together the number of persons for whom you are financially responsible. Some of these persons may not be residing with you. Make sure you do not count any individual more than once, since in some cases the same person could fit into two categories. For example, your spouse (whom you would enter on **line 21c**) might also be a lawful permanent resident whom you have already sponsored using Form I-864 (**line 21f**). If you included your spouse on line 21c, do not include him or her again on **line 21f**.

21d - Enter the number of unmarried children you have who are under age 21, even if you do not have legal custody of these children. You may exclude any unmarried children under 21, if these children have reached majority under the law of their place of domicile and you do not claim them as dependents on your income tax returns.

21e - Enter the number of any other dependents. You must include each and every person whom you have claimed as a dependent on your most recent Federal income tax return, even if that person is not related to you. Even if you are not *legally obligated* to support that person, you must include the person if in fact you did support that person and claimed the person as a dependent.

21f - Enter the number of lawful permanent residents whom you are currently obligated to support based on your previous submission of Form I-864 as a petitioning, substitute, or joint sponsor, or of Form I-864EZ as a petitioning sponsor. Include only those persons who have already immigrated to the United States. Do not include anyone for whom your obligation to support has ended through the sponsored immigrant's acquisition of U.S. citizenship, death, abandonment of lawful permanent residence in the United States, acquisition of 40 quarters of earned or credited work in the United States, or obtaining a new grant of adjustment of status while in removal proceedings based on a new affidavit of support, if one is required.

21g - This question gives you the option of including certain other non-dependent relatives who are living in your residence as part of your household size. Such relatives may include your mother, father, sister, brother or adult children, if they are living in your residence. However, the only reason to include these family members in your household size is if you need to include their income when you calculate your household income for purposes of meeting the income requirement for this form. To be considered, any relative indicated in this category must sign and submit Form I-864A.

Part 6. Sponsor's Income and Employment.

22. Job Classification.

Check the box (a through d) that applies to you.

23. Current Individual Annual Income.

Enter your current individual earned or retirement annual income that you are using to meet the requirements of this form and indicate the total on this line.

You may include evidence supporting your claim about your expected income for the current year if you believe that submitting this evidence will help you establish ability to maintain sufficient income. **You are not required to submit this evidence, however, unless specifically instructed to do so by a Government official.** For example, you may include a recent letter from your employer, showing your employer's address and telephone number, and indicating your annual salary. You may also provide pay stub(s) showing your income for the previous six months. If your claimed income includes alimony, child support, dividend or interest income, or income from any other source, you may also include evidence of that income.

24. Annual Household Income.

This section is used to determine the sponsor's household income. Take your annual individual income from **line 23** and enter it on **line 24a**. If this amount is greater than 125 percent (or 100 percent if you are on active duty in the U.S. military and sponsoring your spouse or child) of the Federal Poverty Guidelines for your household size from **line 21h**, you do not need to include any household member's income. See Form I-864P for reference on the Poverty Guidelines.

To determine the filing requirements for your relatives included in **item 24b**, follow these instructions:

- If you included the income of your **spouse** listed in **21c**, or any **child** listed in **21d**, or any **dependent** listed in **21e**, or any **other relative** listed in **21g**, each one of these individuals must be over 18 years of age and must complete Form I-864A.
- If you included the income of the intending immigrant who is your spouse (he or she would be counted on **line 21a**), evidence that his/her income will continue from the current source after obtaining lawful permanent resident status must be provided. He/she does not need to complete Form I-864A unless he/she has accompanying children.
- If you included the income of the intending immigrant who is not your spouse, (he or she would be counted on **line 21a**), evidence that his or her income will continue from the current source after obtaining lawful permanent resident status must be provided **and** the intending immigrant must provide evidence that he/she is living in your residence. He or she does not need to complete Form I-864A, Contract Between Sponsor and Household Member, unless he or she has an accompanying spouse or children.

25. Federal Income Tax Information.

You must provide either an IRS transcript or a photocopy from your own records of your Federal individual income tax return for the most recent tax year. If you believe additional returns may help you to establish your ability to maintain sufficient income, you may submit transcripts or photocopies of your Federal individual income tax returns for the three most recent years.

You are not required to have the IRS certify the transcript or photocopy unless specifically instructed to do so by a Government official; a plain transcript or photocopy is acceptable. Telefile tax records are not acceptable proof of filing.

Do not submit copies of your State income tax returns. **Do not** submit any tax returns that you filed with any foreign government unless you claim that you were not required to file a Federal tax return with the United States government and you wish to rely on the foreign return solely to establish the amount of your income that is not subject to tax in the United States.

If you provide a photocopy of your tax return(s), you must include a copy of each and every Form W-2 and Form 1099 that relates to your return(s). Do not include copies of these Forms if you provide an IRS transcript of your return(s) rather than a photocopy.

If you checked box **22(b)** (self-employed), you should have completed one of the following forms with your Federal income tax return: Schedule C (Profit or Loss from Business), Schedule D (Capital Gains), Schedule E (Supplemental Income or Loss) or Schedule F (Profit or Loss from Farming). You must include each and every Form 1040 Schedule, if any, that you filed with your Federal tax return.

If you were required to file a Federal income tax return during any of the previous three tax years but did not do so, you must file any and all late returns with IRS and attach an IRS-generated tax return transcript documenting your late filing before submitting the I-864 Affidavit of Support. If you were not required to file a Federal income tax return under U.S. tax law because your income was too low, attach a written explanation. If you were not required to file a Federal income tax return under U.S. tax law for any other reason, attach a written explanation including evidence of the exemption and how you are subject to it. Residence outside of the United States does not exempt U.S. citizens or lawful permanent

residents from filing a U.S. Federal income tax return. See "Filing Requirements" in the IRS Form 1040 Filing Instructions to determine whether you were required to file.

For purposes of this affidavit, the line for gross (total) income on IRS Forms 1040 and 1040A will be considered when determining income. For persons filing IRS Form 1040 EZ, the line for adjusted gross income will be considered.

Obtaining Tax Transcripts. You may use Internal Revenue Service (IRS) Form 4506-T to request tax transcripts from the IRS. Complete IRS Form 4506-T with the ending date for each of your three most recent tax years listed on line 9. Follow all instructions for completing and filing Form 4506-T with the IRS.

Part 7. Use of Assets to Supplement Income.

Only complete this Part if you need to use the value of assets to meet the income requirements. If your Total Household Income (indicated on **Line 24c**) is equal to or more than needed to meet the income requirement as shown by the current Poverty Guidelines (Form I-864P) for your household size (indicated on **Line 21h**), you do not need to complete this Part. If your total household income does not meet the requirement, you may submit evidence of the value of your assets, the sponsored immigrant's assets, and/or assets of a household member that can be used, if necessary, for the support of the intending immigrant(s). The value of assets of all of these persons may be combined in order to meet the necessary requirement.

Only assets that can be converted into cash within one year and without considerable hardship or financial loss to the owner may be included. The owner of the asset must include a description of the asset, proof of ownership, and the basis for the owner's claim of its net cash value.

You may include the net value of your home as an asset. The net value of the home is the appraised value of the home, minus the sum of any and all loans secured by a mortgage, trust deed, or other lien on the home. If you wish to include the net value of your home, this, you must include documentation demonstrating that you own it, a recent appraisal by a licensed appraiser, and evidence of the amount of any and all loans secured by a mortgage, trust deed, or other lien on the home. You may not include the net value an automobile unless you show that you have more than one automobile, and at least one automobile is not included as an asset.

26. Assets.

To use your own assets, you must complete lines **26a** through **26d** and submit corresponding evidence with this form. Supporting evidence must be attached to establish location, ownership, date of acquisition, and value of any real estate holding.

27. Household Member's Assets.

To use the assets of a relative (spouse, adult son or daughter, parent or sibling), the relative must reside with you and have completed a Form I-864A, Contract Between Sponsor and Household Member, with accompanying evidence of assets. The Form I-864A and accompanying evidence of assets is submitted with Form I-864. You may use the assets of more than one relative who resides with you so long as you submit a complete Form I-864A with evidence of assets for each such relative.

28. Assets of the Intending Immigrant.

You may use the assets of the intending immigrant regardless of where he or she resides. The intending immigrant must provide evidence of such assets with this form. Form I-864A is not required to document the intending immigrant's assets.

29. Total Value of Assets.

In order to qualify based on the value of your assets, the total value of your assets must equal at least five times the difference between your total household income and the current poverty guidelines for your household size. However, if you are a U.S. citizen and you are sponsoring your spouse or minor child, the total value of your assets must only be equal to at least three times the difference. If the intending immigrant is an alien orphan who will be adopted in the United States after the alien orphan acquires permanent residence, and who will, as a result, acquire citizenship under section 320 of the Act, the total value of your assets need only equal the difference.

Example of How to Use Assets: If you are petitioning for a parent and the poverty line for your household size is \$22,062 and your current income is \$18,062, the difference between your current income and the poverty line is \$4,000. In order for assets to help you qualify, the combination of your assets, plus the assets of any household member who is signing Form I-864A, plus any available assets of the sponsored immigrant, would have to equal five times this difference (5 x \$4,000). In this case, you would meet the income requirements if the net value of the assets equaled at least \$20,000.

Part 8. Sponsor's Contact.

Read the contract carefully, print your name, and then sign and date the form. **If you do not print your name on line 30 and sign and date the form on line 31, the intending immigrant you are sponsoring cannot be issued a visa or be granted adjustment of status.**

Other Information.

Penalties.

The Government may pursue verification of any information provided on or in support of this form, including employment, income, or assets with the employer, financial or other institutions, the Internal Revenue Service, or the Social Security Administration. If you include in this affidavit of support any information that you know to be false, you may be liable for criminal prosecution under the laws of the United States.

If you fail to give notice of your change of address, as required by 8 U.S.C. 1183a(d) and 8 CFR 213a.3, you may be liable for the civil penalty established by 8 U.S.C. 1183a(d) (2). The amount of the civil penalty will depend on whether you failed to give this notice because you were aware that the immigrant(s) you sponsored had received Federal, State, or local means-tested public benefits.

If the failure to report your change of address occurs with knowledge that the sponsored immigrant received means-tested public benefits (other than benefits described in section 401(b), 403(c)(2), or 411(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, which are summarized in the contract in Part 8) such failure may result in a fine of not less than \$2,000 or more than \$5,000. Otherwise, the failure to report your change of address may result in a fine not less than \$250 or more than \$2,000.

Privacy Act Notice.

Authority for the collection of the information requested on this form is contained in 8 U.S.C. 1182a(4), 1183a, 1184(a), and 1258. The information will be used principally by an immigration judge, USCIS or a Consular Officer to support an alien's application for benefits under the Immigration and Nationality Act and specifically the assertion that he or she has adequate means of financial support and will not become a public charge. Submission of the information is voluntary. Failure to provide the information will result in denial of the application for an immigrant visa or adjustment of status.

The information may also, as a matter of routine use, be disclosed to other Federal, State and local agencies providing means-tested public benefits for use in civil action against the sponsor for breach of contract. Social Security numbers may be verified with the Social Security Administration consistent with the consent signed as part of the contract in **Part 8** of the Form I-864. It may also be disclosed as a matter of routine use to other Federal, State, local, and foreign law enforcement and regulatory agencies to enable these entities to carry out their law enforcement responsibilities.

USCIS Forms and Information.

To order USCIS forms, call our toll-free forms line at **1-800-870-3676**. You can also obtain forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

Use InfoPass for Appointments.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website at **www.uscis.gov**. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen. Print the notice and take it with you to your appointment. The notice gives the time and date of your appointment, along with the address of the USCIS office.

Reporting Burden.

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

We try to create forms and instructions that are accurate, can be easily understood, and which impose the least burden on you to provide us with information. Often this is difficult because some immigration laws are very complex.

The estimated average time to complete and file this form is as follows: (1) 75 minutes to learn about the law and form; (2) 90 minutes to complete the form; and (3) 3 hour and 15 minutes to assemble and file the form; for a total estimated average of 6 hours per form.

If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, write to U.S. Citizenship and Immigration Services, Regulatory Management Division, Attn: OMB No. 1615-0075, 111 Massachusetts Avenue N.W., Washington, D.C. 20529. **Do not mail your completed affidavit of support to this address.**

Check List

The following items must be submitted with Form I-864:

For ALL sponsors:

- A copy of your individual **Federal income tax return, including W-2s** for the most recent tax year, or a statement and/or evidence describing why you were not required to file. Also include a copy of each and every Form 1099, Schedule, and any other evidence of reported income. You may submit this information for the most recent three tax years, pay stub(s) from the most recent six months, and/or a letter from your employer if you believe any of these items will help you qualify.

For SOME sponsors:

- **If you are currently self-employed**, a copy of your Schedule C, D, E or F from your most recent Federal Tax Return which establishes your income from your business.
- If you are sponsoring more than one intending immigrant listed on the same affidavit of support, **photocopies of the original affidavit of support** may be submitted for any additional intending immigrants listed. Copies of supporting documentation are not required for these family members.
- If you are the petitioning sponsor and on active duty in the U.S. Armed Forces and are sponsoring your spouse or child using 100 percent of governing poverty guideline, **proof of your active military status**.
- If you are using the income of persons in your household or dependents to qualify,
 - A separate **Form I-864A** for each person whose income you will use. However, an intending immigrant whose income is being used needs to complete Form I-864A only if his or her spouse and/or children are immigrating with him or her.
 - Proof of their **residency in your household and relationship** to you if they are not the intending immigrants or are not listed as dependents on your Federal income tax return for the most recent tax year.
 - Proof that the intending immigrant's current employment **will continue from the same source** if his or her income is being used.
 - A copy of their individual **Federal income tax return, including W-2s and 1099s**, for the most recent tax year, or evidence that they were not required to file. You may submit this information for the most recent three years if you believe it will help you qualify.
- If you use your assets or the assets of a household member to qualify,
 - Documentation of assets establishing location, ownership, date of acquisition and value. Evidence of any liens or liabilities against these assets.
 - A separate **Form I-864A** for each household member using assets other than for the intending immigrant.
- If you are a joint sponsor, substitute sponsor, or the relative of an employment-based immigrant requiring an affidavit of support, **proof of your citizenship status, U.S. national status or lawful permanent resident status**.
 - For U.S. citizens or nationals, a copy of your birth certificate, passport, or certificate of naturalization or citizenship.
 - For lawful permanent residents, a copy of both sides of your Form I-551, Permanent Resident Card.

**I-864, Affidavit of Support
Under Section 213A of the Act**

Part 1. Basis for filing Affidavit of Support.

1. I, _____, am the sponsor submitting this affidavit of support because (Check only one box):
- a. I am the petitioner. I filed or am filing for the immigration of my relative.
 - b. I filed an alien worker petition on behalf of the intending immigrant, who is related to me as my _____
 - c. I have an ownership interest of at least 5 percent in _____, which filed an alien worker petition on behalf of the intending immigrant, who is related to me as my _____
 - d. I am the only joint sponsor.
 - e. I am the first second of two joint sponsors. (Check appropriate box.)
 - f. The original petitioner is deceased. I am the substitute sponsor. I am the intending immigrant's _____.

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This I-864 is from:

- the Petitioner
- a Joint Sponsor # _____
- the Substitute Sponsor
- 5% Owner

This I-864:

- does not meet the requirements of section 213A.
- meets the requirements of section 213A.

Reviewer

Location

Date (mm/dd/yyyy)

Number of Affidavits of Support in file:

- 1 2

Part 2. Information on the principal immigrant.

2. Last Name

First Name	Middle Name
------------	-------------

3. Mailing Address Street Number and Name (Include Apartment Number)

City	State/Province	Zip/Postal Code	Country
------	----------------	-----------------	---------

4. Country of Citizenship

5. Date of Birth (mm/dd/yyyy)

6. Alien Registration Number (if any)

7. U.S. Social Security Number (if any)

A-

Part 3. Information on the immigrant(s) you are sponsoring.

- 8. I am sponsoring the principal immigrant named in Part 2 above.
 Yes No (Applicable only in cases with two joint sponsors)
- 9. I am sponsoring the following family members immigrating at the same time or within six months of the principal immigrant named in **Part 2** above. Do not include any relative listed on a separate visa petition.

Name	Relationship to Sponsored Immigrant	Date of Birth (mm/dd/yyyy)	A-Number (if any)	U.S.Social Security Number (if any)
a. _____				
b. _____				
c. _____				
d. _____				
e. _____				

10. Enter the total number of immigrants you are sponsoring on this form from **Part 3, Items 8 and 9.**

Part 4. Information on the Sponsor.

		For Government Use Only
11. Name	Last Name	
	First Name	Middle Name
12. Mailing Address	Street Number and Name <i>(Include Apartment Number)</i>	
	City	State or Province
	Country	Zip/Postal Code
13. Place of Residence <i>(if different from mailing address)</i>	Street Number and Name <i>(Include Apartment Number)</i>	
	City	State or Province
	Country	Zip/Postal Code
14. Telephone Number <i>(Include Area Code or Country and City Codes)</i>		
15. Country of Domicile		
16. Date of Birth <i>(mm/dd/yyyy)</i>		
17. Place of Birth <i>(City)</i>	State or Province	Country
18. U.S. Social Security Number <i>(Required)</i>		
19. Citizenship/Residency <input type="checkbox"/> I am a U.S. citizen. <input type="checkbox"/> I am a U.S. national (for joint sponsors only). <input type="checkbox"/> I am a lawful permanent resident. My alien registration number is A- _____ If you checked box (b), (c), (d), (e) or (f) in line 1 on Page 1, you must include proof of your citizen, national, or permanent resident status.		
20. Military Service (To be completed by petitioner sponsors only.) I am currently on active duty in the U.S. armed services. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Part 5. Sponsor's household size.

	For Government Use Only	
<p>21. Your Household Size - DO NOT COUNT ANYONE TWICE</p> <p><i>Persons you are sponsoring in this affidavit:</i></p> <p>a. Enter the number you entered on line 10. <input type="text"/> <input type="text"/></p> <p><i>Persons NOT sponsored in this affidavit:</i></p> <p>b. Yourself. <input style="width: 20px; text-align: center;" type="text" value="1"/></p> <p>c. If you are currently married, enter "1" for your spouse. <input type="text"/></p> <p>d. If you have dependent children, enter the number here. <input type="text"/> <input type="text"/></p> <p>e. If you have any other dependents, enter the number here. <input type="text"/> <input type="text"/></p> <p>f. If you have sponsored any other persons on an I-864 or I-864 EZ who are now lawful permanent residents, enter the number here. <input type="text"/> <input type="text"/></p> <p>g. OPTIONAL: If you have <u>siblings, parents, or adult children</u> with the same principal residence who are combining their income with yours by submitting Form I-864A, enter the number here. <input type="text"/> <input type="text"/></p> <hr/> <p>h. Add together lines and enter the number here. Household Size: <input type="text"/> <input type="text"/></p>		

Part 6. Sponsor's income and employment.

<p>22. I am currently:</p> <p>a. <input type="checkbox"/> Employed as a/an _____ . Name of Employer #1 (if applicable) _____ . Name of Employer #2 (if applicable) _____ .</p> <p>b. <input type="checkbox"/> Self-employed as a/an _____ .</p> <p>c. <input type="checkbox"/> Retired from _____ since _____ . <small>(Company Name)</small> <small>(Date)</small></p> <p>d. <input type="checkbox"/> Unemployed since _____ . <small>(Date)</small></p>	
<p>23. My current individual annual income is: \$ _____ <small>(See Step-by-Step Instructions)</small></p>	

24. My current annual household income:

**For Government
Use Only**

a. List your income from line 23 of this form. \$ _____

b. Income you are using from any other person who was counted in your household size, including, in certain conditions, the intending immigrant. (See step-by-step instructions.) Please indicate name, relationship and income.

Name	Relationship	Current Income
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Household Size = _____

Poverty line for year _____ is:

\$ _____

c. Total Household Income: \$ _____

(Total all lines from 24a and 24b. Will be Compared to Poverty Guidelines -- See Form I-864P.)

d. The persons listed above have completed Form I-864A. I am filing along with this form all necessary Forms I-864A completed by these persons.

e. The person listed above, _____ does not need to
(Name)
complete Form I-864A because he/she is the intending immigrant and has no accompanying dependents.

25. Federal income tax return information.

I have filed a Federal tax return for each of the three most recent tax years. I have attached the required photocopy or transcript of my Federal tax return for only the most recent tax year.

My total income (adjusted gross income on IRS Form 1040EZ) as reported on my Federal tax returns for the most recent three years was:

Tax Year	Total Income
_____ <i>(most recent)</i>	\$ _____
_____ <i>(2nd most recent)</i>	\$ _____
_____ <i>(3rd most recent)</i>	\$ _____

(Optional) I have attached photocopies or transcripts of my Federal tax returns for my second and third most recent tax years.

Part 7. Use of assets to supplement income. (Optional)

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If your income, or the total income for you and your household, from line 24c exceeds the Federal Poverty Guidelines for your household size, YOU ARE NOT REQUIRED to complete this Part. Skip to Part 8.

Household Size = _____

26. Your assets (Optional)

- a. Enter the balance of all savings and checking accounts. \$ _____
- b. Enter the net cash value of real-estate holdings. (Net means current assessed value minus mortgage debt.) \$ _____
- c. Enter the net cash value of all stocks, bonds, certificates of deposit, and any other assets not already included in lines 26 (a) or (b). \$ _____
- d. Add together lines 26 a, b and c and enter the number here. **TOTAL:** \$ _____

Poverty line for year _____ is:

\$ _____

27. Your household member's assets from Form I-864A. (Optional)

Assets from Form I-864A, line 12d for

\$ _____

(Name of Relative)

28. Assets of the principal sponsored immigrant. (Optional)

The principal sponsored immigrant is the person listed in line 2.

- a. Enter the balance of the sponsored immigrant's savings and checking accounts. \$ _____
- b. Enter the net cash value of all the sponsored immigrant's real estate holdings. (Net means investment value minus mortgage debt.) \$ _____
- c. Enter the current cash value of the sponsored immigrant's stocks, bonds, certificates of deposit, and other assets not included on line a or b. \$ _____
- d. Add together lines 28a, b, and c, and enter the number here. \$ _____

The total value of all assets, line 29, must equal 5 times (3 times for spouses and children of USCs, or 1 time for orphans to be formally adopted in the U.S.) the difference between the poverty guidelines and the sponsor's household income, line 24c.

29. Total value of assets.

Add together lines 26d, 27 and 28d and enter the number here.

TOTAL: \$ _____

Part 8. Sponsor's Contract.

Please note that, by signing this Form I-864, you agree to assume certain specific obligations under the Immigration and Nationality Act and other Federal laws. The following paragraphs describe those obligations. Please read the following information carefully before you sign the Form I-864. If you do not understand the obligations, you may wish to consult an attorney or accredited representative.

What is the Legal Effect of My Signing a Form I-864?

If you sign a Form I-864 on behalf of any person (called the "intending immigrant") who is applying for an immigrant visa or for adjustment of status to a permanent resident, and that intending immigrant submits the Form I-864 to the U.S. Government with his or her application for an immigrant visa or adjustment of status, under section 213A of the Immigration and Nationality Act these actions create a contract between you and the U. S. Government. The intending immigrant's becoming a permanent resident is the "consideration" for the contract.

Under this contract, you agree that, in deciding whether the intending immigrant can establish that he or she is not inadmissible to the United States as an alien likely to become a public charge, the U.S. Government can consider your income and assets to be available for the support of the intending immigrant.

What If I choose Not to Sign a Form I-864?

You cannot be made to sign a Form I-864 if you do not want to do so. But if you do not sign the Form I-864, the intending immigrant may not be able to become a permanent resident in the United States.

What Does Signing the Form I-864 Require Me to do?

If an intending immigrant becomes a permanent resident in the United States based on a Form I-864 that you have signed, then, until your obligations under the Form I-864 terminate, you must:

- Provide the intending immigrant any support necessary to maintain him or her at an income that is at least 125 percent of the Federal Poverty Guidelines for his or her household size (100 percent if you are the petitioning sponsor and are on active duty in the U.S. Armed Forces and the person is your husband, wife, unmarried child under 21 years old.)
- Notify USCIS of any change in your address, within 30 days of the change, by filing Form I-865.

What Other Consequences Are There?

If an intending immigrant becomes a permanent resident in the United States based on a Form I-864 that you have signed, then until your obligations under the Form I-864 terminate, your income and assets may be considered ("deemed") to be available to that person, in determining whether he or she is eligible for certain Federal means-tested public benefits and also for State or local means-tested public benefits, if the State or local government's rules provide for consideration ("deeming") of your income and assets as available to the person.

This provision does **not** apply to public benefits specified in section 403(c) of the Welfare Reform Act such as, but not limited to, emergency Medicaid, short-term, non-cash emergency relief; services provided under the National School Lunch and Child Nutrition Acts; immunizations and testing and treatment for communicable diseases; and means-tested programs under the Elementary and Secondary Education Act.

Contract continued on following page.

What If I Do Not Fulfill My Obligations?

If you do not provide sufficient support to the person who becomes a permanent resident based on the Form I-864 that you signed, that person may sue you for this support.

If a Federal, State or local agency, or a private agency provides any covered means-tested public benefit to the person who becomes a permanent resident based on the Form I-864 that you signed, the agency may ask you to reimburse them for the amount of the benefits they provided. If you do not make the reimbursement, the agency may sue you for the amount that the agency believes you owe.

If you are sued, and the court enters a judgment against you, the person or agency that sued you may use any legally permitted procedures for enforcing or collecting the judgment. You may also be required to pay the costs of collection, including attorney fees.

If you do not file a properly completed Form I-865 within 30 days of any change of address, USCIS may impose a civil fine for your failing to do so.

When Will These Obligations End?

Your obligations under a Form I-864 will end if the person who becomes a permanent resident based on a Form I-864 that you signed:

- Becomes a U.S. citizen;
- Has worked, or can be credited with, 40 quarters of coverage under the Social Security Act;
- No longer has lawful permanent resident status, and has departed the United States;
- Becomes subject to removal, but applies for and obtains in removal proceedings a new grant of adjustment of status, based on a new affidavit of support, if one is required; or
- Dies.

Note that divorce **does not** terminate your obligations under this Form I-864.

Your obligations under a Form I-864 also end if you die. Therefore, if you die, your Estate will not be required to take responsibility for the person's support after your death. Your Estate may, however, be responsible for any support that you owed before you died.

30. I, _____, _____,
(Print Sponsor's Name)

certify under penalty of perjury under the laws of the United States that:

- a. I know the contents of this affidavit of support that I signed.
- b. All the factual statements in this affidavit of support are true and correct.
- c. I have read and I understand each of the obligations described in Part 8, and I agree, freely and without any mental reservation or purpose of evasion, to accept each of those obligations in order to make it possible for the immigrants indicated in Part 3 to become permanent residents of the United States;
- d. I agree to submit to the personal jurisdiction of any Federal or State court that has subject matter jurisdiction of a lawsuit against me to enforce my obligations under this Form I-864;
- e. Each of the Federal income tax returns submitted in support of this affidavit are true copies, or are unaltered tax transcripts, of the tax returns I filed with the U.S. Internal Revenue Service; and

Sign on following page.

f. I authorize the Social Security Administration to release information about me in its records to the Department of State and U.S. Citizenship and Immigration Services.

g. Any and all other evidence submitted is true and correct.

31. _____
(Sponsor's Signature)

(Date-- mm/dd/yyyy)

Part 9. Information on Preparer, if prepared by someone other than the sponsor.

I certify under penalty of perjury under the laws of the United States that I prepared this affidavit of support at the sponsor's request and that this affidavit of support is based on all information of which I have knowledge.

Signature: _____

Date: _____
(mm/dd/yyyy)

Printed Name: _____

Firm Name: _____

Address: _____

Telephone Number: _____

E-Mail Address : _____

Business State ID # (if any) _____



U.S. Citizenship and Immigration Services

USCIS Is Making Photos Simpler



**Old Three-Quarter
Style Photo**



**New Passport
Style Photo**

Photos Must Be in Color

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.

List of forms that require photos is on the back

Applications and Petitions That Require Photos, and the Number Required

2 photos are required for the following forms:

I-90 – Renew or replace your Permanent Resident Card (green card)

I-131 – Re-entry permit, refugee travel document, or advance parole

I-485 – Adjust status and become a permanent resident while in the U.S.

I-765 – Employment Authorization/Employment Authorization Document (EAD)

I-777 – Replace Northern Mariana Card

I-821 – Temporary Protected Status (TPS) Program

N-300 – Declaration of Intent (to apply for U.S. citizenship)

N-400 – Naturalization (to become a U.S. citizen)

N-565 – Replace Naturalization/Citizenship Certificate

3 photos are required for the following forms:

I-698 – Temporary Resident's application under the 1987 Legalization Program for permanent resident status — file 1 photo for your application, and bring the other 2 with you to your interview

N-600K – To apply for U.S. citizenship for foreign-born child residing abroad with U.S. citizen parent

4 photos are required for the following forms:

I-817 – To apply for Family Unity Benefits

I-881 – NACARA — suspension of deportation or special rule cancellation

File the following with your photos and of others as shown below:

I-129F – Fiancé(e) Petition — file with 1 photo of you + 1 photo of fiancé(e)

I-130 – Relative petition — if filing for your husband or wife, file with 1 photo of you + 1 photo of your husband or wife

I-589 – Asylum — file with 1 photo of you + 1 photo of each family member listed in Part A. II that you are including in your application

I-730 – Relative petition filed by a person granted Asylum or Refugee status — file with 1 photo of the family member for whom you are filing the I-730

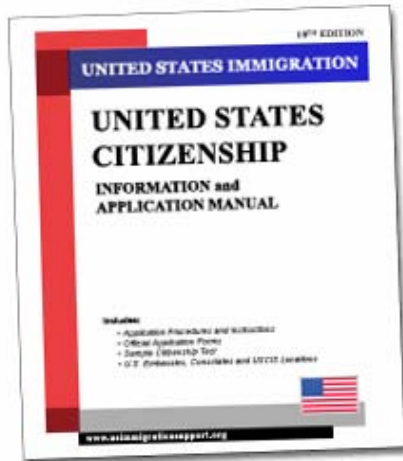
I-914 – 'T' nonimmigrant status — file with 3 photos of you + 3 photos of each immediate family member for which you file an I-914A supplement

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information, visit our website at www.uscis.gov, or call our customer service at 1 800 375 5283.

United States Immigration

Do-It-Yourself Immigration Guides
Save up to 90% in legal fees



United States Immigration Guides Include:

- Application requirements
- Detailed list of benefits and drawbacks
- Step-by-Step instructions
- Consular and USCIS application procedures
- Document checklist
- Frequently asked questions
- Official United States application forms
- List of USCIS offices
- List of U.S. Embassies and Consulates



U.S. Immigration guides are also available **in Spanish**.
Visit: www.MigracionUSA.org

U.S. Immigration Guides:

- United States Passport Application and Renewal
- United States Citizenship
- United States Citizenship Test Study Guide
- Dual Citizenship
- Certificate of United States Citizenship/Naturalization
- Green Card through Employment
- Green Card through Investment
- Green Card through Marriage
- Green Card through Relatives
- Green Card as a Special Immigrant
- Green Card Renewal
- How to Replace a Lost or Stolen Green Card
- Green Card Lottery Application Guide
- B-1 Business Visitor Visa
- B-2 Tourist Visitor Visa
- B-1/B-2 Visa Extension of Stay
- C-1 Transit Visa
- E-1 Treaty Trader Visa
- E-2 Treaty Investor Visa
- E-3 Work Visa for Australians
- F-1 Student Visa
- H-1B Work Visa
- H-2B Work Visa
- H-3 Trainee Work Visa
- J-1 Exchange Visitor Visa
- K-1 Fiancée/Fiancé Visa
- L-1 Intracompany Transfer Visa
- R-1 Religious Worker Visa
- TN Nafta Work Visa for Canadians and Mexicans
- Visa Waiver
- Change of Address for Green Card and Visa Holders
- Asylum and Refugee Application

Additional Information Guides:

- Social Security Card
- U.S. Drivers License and State ID Card
- FOIA (Freedom of Information Act) Request
- Request a Copy of your Birth Certificate
- How to Start a Business in the United States
- How to Get a Job in the United States
- How to Get a High School Diploma in the United States
- How to Establish a Credit History and Get a Credit Card
- The Newcomer's Guide to the United States
- Internships in the United States
- TOEFL (Test of English as a Second Language)
- Pet and Animal Importation to the United States

How to Order:

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