

Matter no: \_\_\_\_\_  
NCD \_\_\_\_\_  
Deadline \_\_\_\_\_

**589 Checklist**

**589 INITIAL FILING**

\_\_\_ **check if a call up exists**

DOB: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Should / can the application be lodged? \_\_\_\_\_

**Court Cover**

- 1. \_\_\_ Court header is accurate (SF, LA, AZ, etc.)
- 2. \_\_\_ Is this withholding (over one year since entry) or Asylum (within one year of entry)?
- 3. \_\_\_ index is completed, After the form and supporting docs are paginated
- 4. \_\_\_ request for biometrics is page 1 (handout #32)

**Form I589**

- 5. \_\_\_ circle appropriate word "Asylum" or "withholding of removal" and "x" the box for Convention against torture
- 6. \_\_\_ entries listed match the declaration?
- 7. \_\_\_ passport info is entered if available
- 8. \_\_\_ all three []'s checked on page 5
- 9. \_\_\_ All questions answered
- 10. \_\_\_ all three []'s checked on page 5
- 11. \_\_\_ name and A# on back of photos, page 9
- 12. \_\_\_ 2 signatures on page 9 – flag for JN

**Declaration**

- 13. \_\_\_ declaration is attached and signed (2 signatures)
- 14. \_\_\_ does declaration arrests match DOJ/FBI report?

If not, call C to confirm changes and revise declaration

**Supporting Documents**

- 15. \_\_\_ Birth cert is translated with signatures
- 16. \_\_\_ country report articles match state & country of origin
- 17. \_\_\_ articles specific to the state, Country of C

**Final**

- 18. \_\_\_ paginated - numbered 1,2,3,4 etc.
- 19. \_\_\_ Dispositions have been ordered; more than one arrest will be submitted as a crime chart (if available)
- 20. \_\_\_ Send out request for biometrics to Nebraska, (see page 1, on the index)

Once completed:

- \_\_\_ make 2 copies
- \_\_\_ 2-hole punch
- \_\_\_ confirm all signatures are there. JN signs all apps
- \_\_\_ put your notes in TM
- \_\_\_ Scan the app or place in "scan" basket

**EOIR / Court filing :** 1 Original for the IJ, 1 for TA/DHS, 1 for the file