

Matter no: \_\_\_\_\_



**Sending the I-601A**  
[www.uscis.gov/i-601a](http://www.uscis.gov/i-601a)

- \_\_\_\_\_ Background check – DOJ/FBI/FOIA/CbP
- \_\_\_\_\_ Attorneys have reviewed the crimes and confirmed I-601a is okay to send?

**Money Orders/Fee Waiver**

- \_\_\_\_\_ Money Order - See [www.uscis.gov](http://www.uscis.gov) for exact filing fee payable to:  
**US Department of Homeland Security**
- \_\_\_\_\_ Make sure Money Order is not older than 90 days
- \_\_\_\_\_ Place money orders in an envelope to be clipped (not stapled) to the front of the G-28

**Form G-28**

- \_\_\_\_\_ Matter no written on the corner (makes filing/scanning easier)
- \_\_\_\_\_ **G28**, 2 signatures, Applicant and Attorney
- \_\_\_\_\_ Address on form G-28 is not our address

**Form I-601a**

- \_\_\_\_\_ Confirm you are using the correct version of the form. see [www.uscis.gov](http://www.uscis.gov)
- \_\_\_\_\_ Confirm **Name** matches the Birth Certificate
- \_\_\_\_\_ Confirm **DOB** matches the Birth Certificate
- \_\_\_\_\_ All questions on the form are answered? Writing "none" or "N/A" where applicable
  
- \_\_\_\_\_ **Proceedings:** Page 2, Call the 800# if c is unsure;
- \_\_\_\_\_ **Crimes:** Page 3: special attention to crimes; list all crimes; use extra sheets of paper if needed or use available criminal history chart.
- \_\_\_\_\_ **Should include dispositions or order immediately**
- Ask Attorneys for help if you need to, they are here to help
- \_\_\_\_\_ Fbi/doj report included

**USCIS/NVC**

- \_\_\_\_\_ 1-130 Approval Copy included
- \_\_\_\_\_ Proof of NVC fees **paid**
- Send email to NVC if invoices have not been received and **HOLD** off from mailing 601a
- \_\_\_\_\_ Confirm NVC receipts indicate that the fees are paid (not “in process”)
- \_\_\_\_\_ copy of email notifying NVC of intent to file I-601a
- \_\_\_\_\_ Make sure we are attorney of record at the NVC, otherwise, NVC may send confirmation to prior attorney/notary

**Civil Docs**

- \_\_\_\_\_ Proof of Admin closure (if C was ever in proceedings)
- \_\_\_\_\_ Civil docs, passport, marriage cert, divorce, birth certs, etc.
- \_\_\_\_\_ Birth Cert of any children under 18

**Declaration & Status**

- Applicants declaration
- Qualifying Relative's declaration
- Qualifying relative (QR) - Proof of relationship, marriage cert if spouse
- QR's proof of status, usc or lpr? Provisional waiver QR must be USC

**Separate the supporting documents with coversheets**

(Handout -37B - 601A Pink coversheets)

- Medical Hardship
- Financial Hardship
- Letters of Support
- Evidence of legal relatives
- Community
- Articles of country conditions
- Family Photographs

**Final**

- Send Via USPS/Fedex so we have a tracking #
- Copy tracking # into Note in TM.
- Scan the application onto the server