



NVC/864 Send List

Paying the invoices: <https://ceac.state.gov/CTRAC/Invoice/signon.aspx>

Submitting the DS260 - <https://ceac.state.gov/IV/Login.aspx>

NVC Packet

- _____ Confirm we are attorney of record
- _____ Confirm c took a background check which includes foia's
- _____ Confirm NVC fees have been paid
- _____ Print the Document Coversheet is the first page (print online after paying invoices)

Form DS260

- _____ Confirm DS260 has been completed paying special attention to any Extra Caution questions on the Google Drive.
 - Yes No I am an alien present without being admitted.
 - Yes No I have resided in the United States illegally for over one year.
 - Yes No I have been arrested in the United States.
 - Yes No I have been unlawfully present for one year aggregate, left the US and re-entered or attempted to enter without being admitted.
 - Yes No I have been ORDERED removed from the United States
 - Yes No I have been PHYSICALLY removed from the United States

Note that you cannot make changes to a DS260 after its been submitted

- _____ Include DS260 Confirmation Page
- _____ 1-130 Approval Copy
- _____ I601a Approval Copy
- _____ Passport that expires in more than one year
- _____ 2 Passport Style Photos (copy only) C will need them at the interview
- _____ Police clearance from abroad – if required (Mexico doesn't require it/Guatemala provides at time of the interview)
- _____ Criminal dispositions (if ever arrested in the US)
- _____ FbI/DOJ
- _____ Foia/CBP
- _____ Admin Closure Judge's Order (if C was ever in proceedings)*

Civil Documents

- _____ Proof of relationship _____ marriage cert if spouse, _____ birth cert of petitioner if a parent
- _____ Petitioner Proof of Citizenship
- _____ Petitioner Birth Certificate
- _____ Petitioner Marriage cert
- _____ Petitioner Divorce Judgment (if applicable)
- _____ Birth Cert of Petitioner children under 18
- _____ Beneficiary Birth Certificate
- _____ Birth Cert of beneficiary's children under 18
- _____ Beneficiary Marriage cert
- _____ Beneficiary Divorce Judgment (if applicable)

Form I864 of Petitioner

- _____ does the petitioner meet the poverty guidelines www.uscis.gov/i-864p IF NOT, will need a co-sponsor; CLO charges \$500 for additional cosponsors.
Even if you are going to use a co-sponsor, the petitioner must always submit Form I864.
- _____ **Evidence of Income (or statement of no income):** Are you submitting an employer letter, earnings statements and/or a "declaration of income". Supporting documents must add up to the total in "**Current Individual Income**". The total cannot be the "adjusted gross income from last/most recent taxes. It must be a sum of **current** income.
- _____ **3 years taxes:** Are you including the three most recent income tax returns?

Note: Although the form explains that 2nd and 3rd year taxes are Optional, CLO includes to show consistency but most importantly so we can answer Question 19a-b on Page 6.

Form W2: is it included for the most recent tax year.

Form I864 of Petitioner cont.

- ___ Confirm you are using the correct version of the form. 07/02/2015
- ___ 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
- ___ Page 1: Petitioner's name matches evidence of status: See Green card or Natz certificate
- ___ Page 4: Petitioner's A# if not a US born citizen. See Green card or Natz certificate
- ___ Page 4: Compare "sponsors household size" to income tax returns – do not count anyone twice, include all dependents named on the income tax returns plus any persons who were also sponsored previously and who are still green card holders.
- ___ Page 5, Question #15: Cannot be blank!!! Answer is often erroneously placed in #14.
- ___ Page 5, Review income tax returns, is the total gross income based on two incomes? May or may not need an I864A, household member contract. You cannot use income from the intending immigration if the C does not have an EAD.
- ___ Page 6: Did you complete the "total income" for the three most recent income tax amounts
- ___ **Assets:** Page 6 & 7: If you claim to have assets, did you include supporting documents/evidence to show asset value?
- ___ Petitioner signed page 9
- ___ Interpreter if any signed Page 10
- ___ Attorney signature on Page 11

Form I864 of Co sponsor

- ___ does the CoSponsor meet the poverty guidelines www.uscis.gov/i-864 IF NOT, will need a co-sponsor; CLO charges \$500 for additional cosponsors.
- ___ **Evidence of Income:** Are you submitting an employer letter, earnings statements and/or a "declaration of income". Supporting documents must add up to the total in "**Current Individual Income**" The total cannot be the "adjusted gross income from last/most recent taxes. It must be a sum of **current** income.
- ___ **3 years taxes:** Are you including the three most recent income tax returns?
- ___ **Note:** Although the form explains that 2nd and 3rd year taxes are Optional, CLO includes to show consistency but most importantly so we can answer Question 19a-b on Page 6.
- ___ **Form W2:** is it included for the most recent tax year.

Form I864 of Co sponsor cont.

- ___ Confirm you are using the correct version of the form. see 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
- ___ Page 1: **Form I864 of Co sponsor's** name matches evidence of status: See Green card or Natz certificate
- ___ Page 4: Petitioner's A# if not a US born citizen. See Green card or Natz certificate
- ___ Page 4: Compare "sponsors household size" to income tax returns – do not count anyone twice, include all dependents named on the income tax returns plus any persons who were also sponsored previously and who are still green card holders.
- ___ Page 5, Question #15: Cannot be blank!!! Answer is often erroneously placed in #14.
- ___ Page 5, Review income tax returns, is the total gross income based on two incomes? May or may not need an I864a, Household Member contract
- ___ Page 6: Did you complete the "total income" for the three most recent income tax amounts
- ___ **Assets:** Page 6 & 7: If you claim to have assets, did you include supporting documents/evidence to show asset value?
- ___ Co Sponsor signed page 9
- ___ Interpreter if any signed Page 10
- ___ Attorney signature on Page 11

Form I864A In Draft mode

Separate the supporting documents with coversheets (H219)

FINAL

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

*Once we get an interview – we will need Proof of Voluntary Departure or Motion to Terminate order: