

Matter no: _____

**Send – I-90 Renewal**www.uscis.gov/i-90

Revision date: 01/2020

- _____ Background check – DOJ/FBI/FOIA/CBP (at a very minimum DOJ must be done)
- _____ Attorneys have reviewed the crimes and confirmed I-90 is okay to send?
- _____ DO NOT include dispositions unless RFE is requesting them.

Money Orders/Fee Waiver

- _____ Money Order - See www.uscis.gov/i-90 for exact filing fee payable to: **\$540**
US Department of Homeland Security
- or _____ or filing fee waiver (Form I-912)

_____ 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 easier)
- _____ **G28**, 2 signatures, applicant and Attorney
- _____ Address on form G-28 is not our address

Form I-90

- _____ Confirm you are using the correct version of the form. see www.uscis.gov/i-90
- _____ Confirm **Name** matches the Green card
- _____ Confirm **DOB** matches the Green card
- _____ Name on forms match last I-90 Green card?
- confirm with client if there are any differences
- _____ All questions on the form are answered? Writing "none" or "N/A" where applicable
- _____ **Proceedings**: Call the 800# if c is unsure;
- _____ Include judge's grant order or at least a statement of the outcome of proceedings.
- _____ Applicant Signatures on page 5
- _____ Interpreter Signatures on page 6
- _____ Attorney Signatures on page 7

Supporting Documents

- _____ copy of green card enclosed, Front and Back
- _____ If there is a legal name change, are supporting docs included? marriage or divorce cert, court order?
- _____ If this is due to DHS or administrative error, **ORIGINAL** card enclosed?
- _____ A statement of the USCIS error is required also (since you generally cannot submit a request for renewal more than six months prior to the expiration date of the last card issued)

Final

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

Filing Your Form I-90 Form By Mail
If you submit a paper application, send it to:
For U.S. Postal Service (USPS):
USCIS
P.O. Box 21262
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:
USCIS
Attention: I-90
1820 E. Skyharbor, Circle S, Floor 1
Suite 100
Phoenix, AZ 85034