



[I 485 Checklist](#)

One Step - Documents to Obtain

Forms ☐ g28 ☐ 485 ☐ 765 ☐ 130 ☐ 130a ☐ 864 ☐ 864a

Fees:

_____ **Preparation/Legal Fee** - Cash, Check, Visa or Money Order

_____ **Money Order for I- 130** Family Petition made Payable to:
US Department of Homeland Security
Amount: **\$535.00**

_____ **Money Order for I- 485** Application for Greencard made Payable to:
US Department of Homeland Security
Amount: **\$ 1,225.00** Includes Fingerprinting Fee and Employment Authorization

Petitioner:

_____ **2 Passport Style Photos of Petitioner**

_____ **Petitioner's Proof of Citizenship-** Naturalization Certificate or US Born Birth Certificate, or US passport

_____ **Petitioner's Birth Certificate**

_____ **Petitioner's Identification or Driver's License**

_____ **Petitioner's Marriage Certificate**

_____ **Petitioner Divorce Documents** - If either spouse was previously married, submit copies of divorce documents.

_____ **Petitioner's Children's Birth Certificates including any stepchildren under 18**

_____ **Petitioner's List of where he has lived and worked for the last 5 years.**

Beneficiary:

_____ **2 Passport Style Photos of Beneficiary**

_____ **Beneficiary's Birth Certificate** with Translation

_____ **Marriage Certificate of Beneficiary (if different from above)**

_____ **Divorce Documents of Beneficiary**

_____ **Beneficiary's Children's Birth Certificates including any stepchildren under 18**

_____ **Beneficiary's List of where he has lived and worked for the last 5 years, including any residence's and employment abroad.**

Legal Entry, Medical, Photos, etc.

_____ **Passport** (current and expired)

_____ **Visa Page** (if entered with a visa)

_____ **Form I-94** - <https://i94.cbp.dhs.gov/I94> (if entered with a visa)

_____ **Medical Exam** ([Dr. Charges their own fee](#)) At approved Civil Surgeon Clinics Only

_____ **5 Family Photographs** – Petitioner and Beneficiary together

(245I) If you entered without a visa...
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_____ **Receipt of or Approved I 130 (or I360) Family Petition**

_____ **Money Order for I- 485 A Penalty Fee** (if you entered the US illegally)
Payable to: US Department of Homeland Security
Amount: **\$1,000.00**

_____ **Evidence of Continuous Presence:**

if you entered without a visa and will be paying the penalty fee of **\$1,000**, you must also provide proof of presence in the US **since** December 20, 2000.

Affidavit of Support(s)

_____ **Employment Letter** - (See attached sample employment letter).

_____ **Evidence of Income** for every employment/job you currently have. Submit three months worth of earnings statements or paycheck stubs.

_____ **Bank Statements / Award Letter**

Bank Statements showing Direct Deposit. For income such as Disability, Retirement accounts, Veteran's payments, etc.

_____ **Business license** - If self employed, a copy is required.

_____ **Form W2's, Schedules, and 1099's**

You must include the entire package including W2's, 1099 and schedules.

_____ **Tax Returns of Petitioner** - 3 Most Recent Years-

If your income does not meet the requirements, you can submit other asset information such as home deed or titles and/or savings account statements.

_____ **Statement/Title of Assets**

If you are using your house as additional assets to prove the income requirements, please provide a copy of the title of the house.

_____ **Form I-864a** - If your petitioner is married to someone other than the intending immigrant/applicant. This is applicable when the petitioner is a sibling, parent or child.

Co – sponsor

If the petitioner does not meet the poverty guidelines...

A Co-sponsor is needed when the petitioner, does not declare enough on the taxes to sponsor the beneficiary on his own income. he can ask a friend or family member to provide their taxes. The co sponsor is stating that he or she can have her assets available to keep the beneficiary from collecting Welfare or Food Stamps. This liability ends when the adjuster becomes a US citizen or is deceased.

_____ **Complete Form I-864** - Affidavit of Support(prepared in our office)

_____ **Give Proof of Citizenship or Legal Permanent Status**

Copy of US Birth Certificate or Passport, (Naturalization Certificate or Green Card)

_____ **Employment Letter - See Example** - If self employed, please provide a copy of your business license

_____ **Evidence of Income** for every employment/job you currently have. Submit three months worth of earnings statements or paycheck stubs.

_____ **Business license** - If self employed, a copy is required.

_____ **Form W2's, Schedules, and 1099's**

You must include the entire package including W2's, 1099 and schedules.

_____ **Tax Returns – 3 Most Recent Years-** You must include the entire package including W2's, 1099 and schedules.

If your income does not meet the requirements, you can submit other asset information such as home deed or titles and/or savings account statements.

_____ **Title of the House** - If you are using your house as additional assets to prove the income requirements, please provide a copy of the title of the house.

_____ If your co sponsor is married, they need to complete form **I-864A** -

<http://www.uscis.gov/files/form/i-864p.pdf>

PLEASE PRINT ON COMPANY LETTERHEAD
(If letterhead is not available, attach a business card)

DATE:

To Whom It May Concern:

This letter is to serve as verification of the continuous employment of

_____ at _____
Full Name Of Employee Place Of Employment

since _____ as a _____.
Date Of Hire Employee Title.

_____ earns _____ per month.
Name Of Employee Amount

If you have any question regarding this individual's employment, please feel free
to contact me at _____.
Phone Number

Sincerely,

Signature
