I-130 review and Send
www.uscis.gov/i-130

Background Check

_____ Confirm that a background check has been started on the beneficiary.
_____ DOJ and FBI done
_____ FOIA and CBP requested

Money Orders/Fee Waiver

_____ Money Order - $535.00 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 with any photos

Form G-28

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

Form I-130

_____ Confirm you are using the correct version of the form. see www.uscis.gov/i-130
_____ Petitioner name on page 1 of the Form.
_____ Beneficiary name on page 5 of the Form.
_____ Did you include all names used by both the petitioner and beneficiary?
_____ Correct category on part 1
_____ Confirm **Name** matches the Birth Certificate
_____ Confirm **DOB** matches the Birth Certificate
_____ All children are named in the petition, include all stepchildren

Form G-325 **NO LONGER required – Just the photos**

_____ 2 Passport Style Photos of **Petitioner** (name and DOB/A# on back) if spouse petition
_____ 2 Passport Style Photos **Beneficiary** (name and DOB/A# on back) if spouse petition

Form I-130 Supplement A

_____ Form I-130 Supp A, if spouse petition -
_____ *if the beneficiary is abroad, there is no need to sign the I-130a.

Supporting Documents

_____ Proof of Legal status for petitioner included
_____ Birth cert translated
_____ Proof of petitioner relationship to beneficiary?

if spouse petition, Marriage cert,
if child / parent: birth cert of child
if sibling: each birth cert of siblings sharing at least one parent

_____ Divorce docs for each prior spouse of Petitioner and/or Beneficiary
_____ Children's birth certificates if child(ren) are under 18
_____ Relative Abroad; Evidence that C and relative have continued communication.
_____ If C is in proceedings, include next court date or any judge's order.

BEWARE, it is not advised to file an I-130 for beneficiaries who have been ordered removed unless they are already out of the US.

FINAL

_____ Make a copy for our file
_____ Send Via USPS/Fedex so we have a tracking #
_____ Copy tracking # into Note it in the clients file. **https://www.uscis.gov/i-130-addresses**
_____ Scan the application onto the server

MAIL to USCIS : Stamps.com/usps	**For Express mail and courier deliveries: Fedex**
ATTN: I-130 PO Box 21700 Phoenix, AZ 85036-1700	USCIS Attn: I-130 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034