



Form I 601A Checklist
Documents to Obtain

- ____ Confirm eligibility before releasing this list
____ Perform a Background Check

Even if the waiver is approved, your relative will still be required to return to his/her home country and attend an interview in Mexico, Guatemala, El Salvador, etc.

****Payments for the Legal Service/To Immigration (USDHS) and the NVC****

____	Legal Service Fee Payment \$ ____ For legal services \$ ____ deposit	(This is the fee for the legal service regardless of whether or not the I-130 family petition is already approved.)
____	\$ ____ Background Check	Agency Check to confirm eligibility
____	\$535 Money Order payable to: US Department of Homeland Security	If you have not yet filed the first step which is a family petition.
____	I-130 Approval Letter received from USCIS	If you have filed Form I-130 and it has been approved
____	\$325 for the National Visa Center green card application \$120 for the Affidavit of Support application Paid online with a Bank Routing/Account #	OR, provide evidence of the Paid invoices.
____	\$ 630.00 Cost of the Waiver/pardon application \$ 85.00 Fingerprint fee to USCIS Money Order payable to: US Department of Homeland Security	Due only after the I-130 Family Petition has been approved. You can combine the fee for a total of \$715.00

**** Documents to be collected by the applicant****

____	Birth Certificate of Applicant	Must include a translation if not in English/Spanish
____	Non Expired Passport	Issued by your home country
____	Letters of Support –	Friends/ Acquaintances - At least five letters for the applicant. It is not necessary that they be notarized.
____	Obtain letters from Preachers/Pastors, Friends, Coworkers, Neighbors, etc. describing how long they have known you, where they know you from and what kind of person you are.	
____	Applicant's Criminal Dispositions	(if applicable). The attorney can help you obtain your criminal record from the court.
____	Paycheck stubs showing your monthly income	Please do not request a letter from your employer if you do not have valid employment authorization.

**** Documents to be obtained by the Petitioner/Citizen ****

____	Proof of status of the Qualifying Relative	Green card, Citizenship Certificate, US Passport, US birth Certificate
____	Medical File or Dr Letter or Evaluation of the Qualifying Relative	If your spouse, child(ren) or parents who are Permanent Residents or US Citizens are receiving medical treatment.
____	Letter from Petitioner's employer	The employer could write what a great employee the Petitioner is. Also describing how his/her business would be affected if your Petitioner had to leave his/her job

****Documents to be obtained by BOTH the applicant and the petitioner****

_____	Birth Certificate of all children	All children, including step-children
_____	Marriage Certificate	
_____	Divorce Judgment (if applicable)	If either spouse was previously married, submit copies of divorce documents.
_____	Certificates of achievement	of your US citizen spouse or child's school (if applicable)
_____	Community Ties	both the USC petitioner and the waiver applicant - Show all of the groups and organizations you are a part of. Show how hard it would be to leave the country and the community.
_____	Letters of Support - Family	Along with the letters, please include copies of the green cards or US passports of brothers, sisters, cousins, parents, aunts, uncles, nephews, nieces, in-laws or any other relative. No neighbors or coworkers.
_____	Police reports from your home country	If you or any of your family members have been victimized by anyone in your home country.
_____	Proof of Financial Hardship	See pg 3 of this guide for a full list of documents required
_____	Family Photos	Pictures from your wedding, day to day, with the children, etc.
_____	Other:	Any other evidence you want the immigration officer to consider.

**** prepared in our office****

Our next office appointment is: _____

_____ Declaration of Applicant **indicating why the applicant should be forgiven the illegal presence.**

_____ **Declaration** of your US Citizen spouse/children about the hardship they will face if you were not approved.

_____ **Articles** from your home country regarding the country's crime and condition.

MONTHLY EXPENSE LIST 36a

Proving the Financial Hardship

Please provide bills and invoices for the below named monthly expenses.

Also:

- ☐ 2 years Income tax returns
- ☐ 2 months bank statements
- ☐ 2 months Earning statements (Paycheck Stubs) of US citizen spouse
- ☐ 2 months Earning statements (Paycheck Stubs) of the waiver applicant

- | | |
|--|---|
| <input type="checkbox"/> Rent/Mortgage | <input type="checkbox"/> Home Repairs |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Home Insurance |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Loans (Personal) |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Gas and Electric Bill | <input type="checkbox"/> Doctor Visits |
| <input type="checkbox"/> Water Bill | <input type="checkbox"/> Medication |
| <input type="checkbox"/> Trash Bill | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Daycare |
| <input type="checkbox"/> Car Payment | <input type="checkbox"/> School Tuition |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Gasoline | <input type="checkbox"/> Groceries |
| <input type="checkbox"/> Car Repair | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Other (2): |