



# U.S. Citizenship and Immigration Services

USCIS Field Office – London  
Embassy of the United States of America  
24 Grosvenor Square  
London W1K 6AH  
uscis.london@dhs.gov

## CHECKLIST – PETITION FOR ALIEN RELATIVE (SPOUSE)

Updated: July 3, 2015

Use of this checklist will help you prepare your I-130 correctly

### Print Full Name of Petitioner

- I-130 (Petition for Alien Relative):**
  - Print legibly using block letters.
  - The address in B.2 and C.2 should be your **physical address, not a mailing address.**
  - Complete all blocks. If not applicable, enter “Not Applicable” or “NA”**
  - Dates must be listed in month/day/year format; March 20, 2014 should be written at **3/20/07.**
  - Petitioner must sign at Section E.**
- G-1145 – E-Notification of Petition Acceptance**
  - Email will only be sent to petitioner or attorney of record.*
- G-325A (Biographic Information):**
  - Only **one** form to be completed by the petitioner and **one** form by his/her spouse. Do not submit multiple copies (*even though you might see instructions elsewhere to do so*). If extra copies are submitted, they will be returned to you.
  - Complete all blocks. If not applicable, enter “*Not Applicable*” or “*NA*”. *Failure to complete all blocks will result in the forms being returned.*
  - The petitioner must **sign** his/her own form; the spouse must **sign** his/her own form.
  - Color Photos:** Please provide one **U.S. passport color photo (2” x 2”)** of you and one of your spouse, taken within the past 30 days. Using pencil or felt pen, lightly print the name of the individual on the back of each photograph. Each photograph should be stapled to the lower right hand corner of the respective G-325A.
- Required FEE of \$420.00**
  - Payment may only be made by the following.
    - By Credit Card using the Department of Homeland Security Credit Card Payment Form attached.
    - U.S. Cashier’s Check; U.S. Dollar Money Order; or International Bank Draft in U.S. Dollars made payable to: U.S. DISBURSING OFFICER (*make sure you print name and address of petition on reverse side of the check to ensure that if check is inadvertently separated from petition, it can be matched up with the correct petition.*)
  - The following forms of payment WILL NOT be accepted: (1) Cash; (2) personal checks; (3) travelers checks; (4) debit cards.**

### Print Full Name of Your Alien Spouse

- Supporting Documentation:**
  - Very Important - Do not send** original documents with the petition! Photocopies are required.
  - Official Translations.** Documents in any language other from English must be accompanied by an accurate English translation. The translator must certify that he or she is competent to translate from the foreign language into English and that the translation is complete and accurate.
- Proof of US Citizenship:** You must submit a photocopy of one of the following:
  - Valid US Passport - biographic photo page **ONLY**; OR
  - State-issued Birth Certificate; OR
  - Naturalization Certificate
- Proof of UK Residence:** The U.S. petitioner must provide evidence that he/she has permission to live and work in the United Kingdom Submit a copy of one of the following:
  - Valid UK Residency Card or Stamp
  - If Dual National, EU Passport – photo page;
  - U.S. Military PCS orders assigning you to the UK.
- Marriage Certificate:** Please provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse.
- Divorce Decree(s) or Death Certificate(s):** Please provide a divorce decree (*absolute or final*) or death certificate issued by a public authority to show that a public record exists of the termination of all prior marriage(s). If divorce decree is from the U.S., we require all pages, including the judge’s signature.
- Record of Name Change:** If either you or the person you are filing for has used a name other than that shown on the relevant documents, you must provide legal documents that effected the change.
- Beneficiary’s foreign passport photopage** – Provide a photocopy of the beneficiary’s valid foreign passport *photo page*.
- If beneficiary had previously been a lawful permanent resident** and has his/green card, he/she will need to submit an Abandonment of Lawful Permanent Residency (Form I-407) <http://london.usembassy.gov/dhs/uscis>; click on filing I-407.
- Self-Addressed Stamped Envelope:** Please enclose a **first class self-addressed stamped envelope**.



# U.S. Citizenship and Immigration Services

USCIS Field Office – London  
Embassy of the United States of America  
24 Grosvenor Square  
London W1K 6AH  
uscis.london@dhs.gov

**Mail your I-130 to the address listed in the heading  
in the following order with all documents STAPLED firmly together.**

- On top** – Checklist for Petition for Alien Spouse
  - Credit Card Payment Form; Cashier's Check, International Bank Draft or Money Order;
  - G-28 – Notice of Entry of Appearance as Attorney or Representative (*only if applicable*);
  - I-130 – Petition for Alien Relative
  - Petitioner's proof of U.S. Citizenship (**photo page** from U.S. passport, Naturalization certificate, birth certificate);
  - Petitioner's proof of residence in the UK (UK Entry Clearance Stamp, **photo page** from EU passport (if dual national) or PCS orders (if U.S. active duty military)
  - Beneficiary's photo page from his/her valid foreign passport
  - Statutory Declaration of 1835 for change of name in UK or Court Order for petitioner and beneficiary (*if applicable*)
  - Marriage Certificate
  - Translated marriage certificate (*if applicable*)
  - Divorce decree(s)/death certificate(s) for petitioner's previous marriages (*if applicable*)
  - Translated divorce decree(s)/death certificate(s) for petitioner's previous marriages (*if applicable*)
  - Divorce decree(s)/death certificate(s) for beneficiary's previous marriages (*if applicable*)
  - Translated divorce decree(s)/death certificate(s) for beneficiary's previous marriages (*if applicable*)
  - G-325A – Biographic Information for petitioner (2" x 2" photo **stapled** in bottom right hand corner)
  - G-325A – Biographic Information for beneficiary (2 x 2" photo **stapled** in bottom right hand corner)
  - G-1145 – E-Notification of Application/Petition Acceptance.
  - First class self-addressed stamped envelope
- 
- Note: I-130 petition will be **rejected** and returned to you if:
    - (1) You fail to sign Section E of the I-130;
    - (2) You submit the incorrect payment; or
    - (3) You do not meet the UK Residency Requirement.



**U.S. Citizenship  
and Immigration  
Services**

USCIS Field Office – London  
*Embassy of the United States of America*  
24 Grosvenor Square  
London W1K 6AH  
[uscis.london@dhs.gov](mailto:uscis.london@dhs.gov)



**U.S. Citizenship  
and Immigration  
Services**

USCIS Field Office – London  
Embassy of the United States of America  
24 Grosvenor Square  
London W1K 6AH  
uscis.london@dhs.gov



**Department of Homeland Security  
U.S. Citizenship and Immigration Services (USCIS)  
American Embassy – London**

**CREDIT CARD PAYMENT FORM**

Please complete fully all items and sign. If incomplete, we will return all documents without processing your application.

CREDIT CARD TYPE:  
(Please tick appropriate box)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

AMERICAN EXPRESS

DINERS CLUB

DISCOVER

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

MASTERCARD/  
ACCESS

VISA

**DEBIT CARDS AND OTHER CREDIT CARDS CANNOT BE ACCEPTED**

CREDIT CARD NUMBER:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

EXPIRATION DATE:

M	M	Y	Y
---	---	---	---

AMOUNT TO BE DEDUCTED  
FROM CREDIT CARD

\$	<input type="text"/>
----	----------------------

FULL NAME AS SHOWN ON  
CREDIT CARD

<input type="text"/>
----------------------

Please charge my credit card account for the amount shown above for the attached application/petition.

SIGNATURE OF  
CARDHOLDER:

<input type="text"/>
----------------------