

## 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 <u>sign</u> his/her own form; the spouse must <u>sign</u> 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 <u>WILL NOT</u> 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) <u>http://london.usembassy.gov/dhs/uscis</u>; click on filing I-407.
- Self-Addressed Stamped Envelope: Please enclose a first class self-addressed stamped envelope.



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-I30 petition will be **rejected** and returned to you if:
  - (I) 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.



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



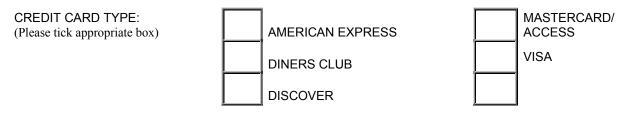
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# Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS) American Embassy – London

# **CREDIT CARD PAYMENT FORM**

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



DEBIT CARDS AND OTHER CREDIT CARDS CANNOT BE ACCEPTED

CREDIT CARD NUMBER:	
EXPIRATION DATE:	M M Y Y
AMOUNT TO BE DEDUCTED FROM CREDIT CARD	\$
FULL NAME AS SHOWN ON CREDIT CARD	

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

SIGNATURE OF CARDHOLDER: