



FILING CHECKLIST FOR PETITION FOR ALIEN RELATIVE (Form I-130)

Preparing the Form I-130

(*Note: If a section is not applicable, write "not applicable" or "N/A"*)

- All sections of the Form I-130 have been completed (Printed Legibly or Typed)
- Physical address (not mailing address) is in Sections B.2 and C.2
- Dates are listed in Month/Day/Year Format (**Example:** May 1, 1991)
- Petitioner has *signed* and *dated* Section E

Biographic Information (Form G-325A)

(*Note: The petitioner and beneficiary must complete and sign his or her own form. If a section is not applicable, write "not applicable" or "N/A"*)

- Petitioner has completed all blocks and *signed* his or her form
- Beneficiary has completed all blocks and *signed* his or her form
- Passport-style color photograph* of the petitioner and a *passport-style color photograph* of the beneficiary (taken within 30 days). Lightly print name on back of each photograph using felt pen/pencil.

Supporting Documentation

- Proof of petitioner's U.S. Citizenship in the form of a valid *U.S. Passport; Birth Certificate; or Naturalization Certificate*. (**Note:** Please do not send originals.)
- Proof of petitioner's residence in Germany in the form of a Residence Permit (*Aufenthaltsurlaubnis*), Residence Registration (*Anmeldebestätigung*), or other verifiable evidence of German residency.
- Marriage Certificate* registered/issued by a competent authority
- Evidence of a *bona fide marital relationship* with the beneficiary such as shared residence, finances, and familial experiences with beneficiary. (**Examples:** joint bank accounts, apartment leases, shared bills, health/life insurance designations, birth certificates of children born to the marriage.)
- English translations have been provided for all foreign language documents.** (**Note:** Translator must certify that he or she is competent to translate from the foreign to English language and the translation is complete and accurate.)

Additional Supporting Documentation - If Applicable:

- Divorce Certificate(s)* (Absolute or Final) or *Death Certificate(s)* as proof of the legal termination of all previous marriages for petitioner and beneficiary. (**Note:** *All pages of the divorce or death certificate must be submitted. Ensure final divorce judgment has been entered with the court.*)
- Legally valid *Record of Name Change* if either party used another name on any relevant identification documents
- If a *Proxy Marriage Certificate* is submitted, there is evidence of the petitioner and beneficiary being physically present in the same place at the same time after the marriage. (**Examples:** hotel receipts with both names, passport stamps, date-stamped photographs, and signed/sworn affidavits from people with knowledge of the marriage.)
- Notice of Entry of Appearance as Attorney or Representative* (Form G-28)

Filing and Fee of \$420

(*Note: Cash, Personal Checks, Travelers Checks, and Debit Cards **are not** accepted.*)

- Credit Card using DHS Credit Card Payment Form
or
- 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. (*Print name and address on reverse side of check in case it is inadvertently separated from petition.*)
- INFOPASS appointment scheduled (on-line) if filing in person with the USCIS office at the U.S. Consulate in Frankfurt. **Note:** *Due to limited appointments, recommended filing method is by mail to USCIS, Giessener Str. 30, Frankfurt, Germany 60435*
- Include first class *self-addressed stamped envelope* with the Form I-130

NOTE: The Form I-130 will be rejected if Section E is not signed, incorrect payment is received, or petitioner does not meet the Germany residence requirement. Processing delays are also possible if all of the required evidence is not submitted.

For more information, please visit:
<http://germany.usembassy.gov/visa/uscis/>