
CONSULTATION CHECKLIST

Please bring the following items with you to your scheduled consultation meeting:

All Immigration Cases:

1. **Completed Intake Form**
2. Prior Immigration Applications, Documents and Correspondence
3. Current and Prior Passport and I-94 Arrival/Departure Card
4. Documentation of any and all prior criminal charges, arrests, removal/deportation and /or convictions
5. Fee for Initial Consultation or Case Preparation

Family Sponsored Immigration Cases (if applicable):

1. **Completed Information Intake for Sponsor**
2. Sponsor: The sponsoring family member should attend the consultation or be available by telephone during the scheduled meeting.
3. Completed Financial Intake Form for Sponsor
4. Proof of Sponsor's Status (Passport, birth certificate, green card, Naturalization Certificate, etc)
5. Birth Certificate of Sponsor and Beneficiary
6. Proof of Relationship - Marriage Certificate / Birth Certificate
7. Proof of Termination of Prior Marriage(s): Divorce Decrees or Death Certificate for All Prior Marriages (both spouses)
8. Sponsor and Beneficiary's Federal Income Tax Returns with W-2 Forms for last three tax years
9. Evidence showing Marriage is Bonafide (not for immigration purposes): This may include copies of joint bank accounts, pictures, mail, lease showing both spouses as occupants, proof of joint assets and shared insurance and other accounts, etc.

Employment Sponsored Cases (if applicable):

1. **Completed Intake Form for Employer**
2. Sponsor: A representative from the sponsoring employer should attend the consultation or be available by telephone during the scheduled meeting.
3. Job Offer Letter
4. Company job description
5. Beneficiary Resume / Curriculum Vitae (for professional positions)
6. Beneficiary experience letters and/or degree certificates

Naturalization / Citizenship Cases (if applicable):

1. List of absences from the United States since obtaining Green Card. Include: Date of Departure; Date of Return; Destination of Travel; Purpose of Travel
2. Federal income tax returns for the last 5 years
3. Proof of financial support of any and all children who were minors within the last five years, whether living with you during the five year period or abroad.
4. Alien Registration Card ("Green Card")
5. Re-Entry Permit (if one was ever issued to you)
6. Birth Certificate
7. Driver's license
8. All passports you have held during the previous 5 years
9. Selective Service Registration Card (male applicant's only)