

COMMUNITY OF IMMIGRATION & NATURALIZATION ATTORNEYS, P.C.

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Family Immigration Checklist –Removal of Conditions

- Birth Certificates (with translation, if not in English):
 - Spouse 1 - Petitioner
 - Spouse 2 - Beneficiary
 - Children
- All current & previous Marriage Certificates and Divorce Decrees (with translation, if necessary)
- Passport Photos:
 - 2 of Petitioner USC
 - 2 of Beneficiary Immigrant
- Other proof of Petitioner's US Citizenship (Citizenship Certificate, Passport)
- Copies of all pages of all Beneficiary's Passports, including visas and I-94 card -front and back
- Past 3 years of Income Tax Returns for Spouses
 - Or a statement explaining why you did not file taxes
 - 3 recent pay stubs
 - Employment Verification letters
- Copies of all previous applications and approval notices for USCIS and/or Embassy applications
- Criminal convictions and arrest records (if any) of Petitioner or Beneficiary
- Copies of previous Work Authorization Cards (if any)
- Proof of good faith marriage (the more the better!):
 - Letters from Spouses stating how they met and what they have been doing together for the last 2 years
 - Letters from friends and family stating how they met and opinion of marriage
 - Birth certificate of children
 - Photos of wedding and shared life

- Tax returns filed jointly
- Joint bank account
- Joint credit card account
- Joint savings account
- Real estate held jointly
- Automobiles held jointly
- Lease to apartment held jointly
- Health insurance policies held jointly
- Automobile insurance policies held jointly
- Life insurance policies with spouse as beneficiary
- Utility bills with both names on bill
- Wills
- Correspondence to both of you at the same address from friends and family

SAMPLE EMPLOYMENT VERIFICATION LETTER
(PLEASE TRANSFER TO YOUR LETTERHEAD)

Re: Employment Verification for _____

To Whom It May Concern:

It is my pleasure to verify that I currently employ (Employee) as a _____. He has worked for this company since _____. His wage is _____ per hour. He works for me on average _____ hours per (week/month.). His year to date total gross wages earned is _____.

I appreciate your assistance in this matter, and if I may be of further service, please contact me at the above telephone number from Monday through Friday, 8:00 am to 5:00 pm.

I swear under the laws of the United States and under penalty of perjury that the above Employment Verification Letter is true and correct.

Date: _____

By: _____
Name and Title

Notary Seal (Optional):

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SAMPLE GOOD FAITH MARRIAGE LETTER

You have been referred to us by our clients because you have first-hand knowledge regarding their marriage and current immigration situation. At present they are preparing to apply to remove the conditions of their 2 year permanent resident card and receive the 10 year card. They must again prove that married in good faith and not just for the immigration benefit.

Please find enclosed a sample letter for you to use. We will be collecting letters from friends, family and neighbors who can state that they saw our clients together and believe their marriage is real.

The first paragraph introduces yourself and explains your relationship to our clients.

The second paragraph describes the situation where you saw our clients together. You can also tell your opinion on their marriage.

The third paragraph states that you believe their marriage is real and not for an immigration purpose. You will then ask for USCIS to approve of their application for permanent residency.

The letters must be signed under penalty of perjury and look better if they are signed before a notary. Thank you in advance for your valuable assistance in this matter. I remain,

Very Truly Yours,

Mark C. Daly

Enclosure

SAMPLE LETTER RE: GOOD FAITH MARRIAGE

Declaration of _____
Address
Telephone

To: United States Citizenship and Immigration Service

I, _____ declare,

I am a resident/citizen of (your Country) and I am _____ (Spouse 1) (friend/mother-in-law/father-in-law) and _____ (Spouse 2) is my (son/friend). I am employed as a (_____) and I have known them since (date).

I have seen _____ and _____ together as a couple and as a family. We (celebrated the wedding, went to parties/reunions together, went to their birthday parties for the kids, have family picnics or vacations, etc.). In my opinion (state what you believe about their marriage, about their parenting).

I believe their marriage is a genuine marriage and not for an immigration purpose. Please approve of their application to remove the conditions for permanent residency.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES THAT THE ABOVE DECLARATION IS TRUE AND CORRECT.

Executed of this ___ day of ____, 201_, at _____ (CITY, STATE, COUNTRY).

Name: _____

NOTARY SEAL IS PREFERRED, BUT OPTIONAL