U.S. Citizenship and Immigration Services

U.S. Department of Homeland Security
American Embassy-London
P.O. Box 2444
London W1A 5WT

CHECKLIST FOR PETITION FOR ALIEN SPOUSE

Updated: January 21, 2009

Use of this checklist will help you prepare your I-130 correctly and will expedite processing of your I-130 petition.

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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, 2007 should be written at **3/20/07.**
- ☐ **Petitioner's email address: Indicate a contact email address at the bottom of page 1.**
- ☐ **Petitioner must sign at Section E.**

☐ **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 passport-style color photo 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/taped to the lower right hand corner of the respective G-325A. For more on the photo requirement see http://london.usembassy.gov/dhs/uscis/i130filing.html and download I-130 Photo Requirement.pdf.

☐ **Fee: $355**

- ❑ **Payment may only be by the following:**
  - ❑ By credit card by downloading the **Credit Card Payment Form** on http://london.usembassy.gov/dhs/uscis/i130filing.html
  - ❑ U.S. Cashier's Check; U.S. Dollar Money Order; or International Bank Draft; made payable to: **U.S. DISBURSING OFFICER** ***(print full name and address of beneficiary on reverse side of check)***
- ❑ **No other forms or payment will be accepted (no cash, no personal checks, no travelers checks, no debit cards)**

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Print Full Name of Your Alien Spouse

☐ **Supporting Documentation:**

- ☐ **Very Important - Do not send** original documents with the petition! Photocopies are acceptable. Only submit the documentation that is required by this checklist. **Do not submit extraneous documentation, photos, bank/tax statements, etc.** Also, please refrain from placing documents in plastic protectors or binders, or labeling each document with a post-it-note; as this simply delays the processing.
- ❑ **Official Translations**. Documents in any language other than 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 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:
  - ❑ Appropriate UK Entry Clearance Stamp(s); OR
  - ❑ If Dual National, EU Passport – photo page; OR
  - ❑ U.S. Military PCS orders assigning you to the UK.
- ❑ **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
- ❑ **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. A copy of your marriage license or marriage certificate signed only by a minister or justice of the peace is not acceptable.
- ❑ **Divorce Decree(s) or Death Certificate(s)**: Please provide a death certificate or divorce decree (absolute or final) issued by a public authority to show that a public record exists of the death or of the termination of all prior marriage(s).
- ❑ **Record of Name Change**: If either you or the person you are filing for is using a name other than that shown on the relevant documents, you must provide legal documents that effected the change; e.g, marriage certificate, adoption decree, court order or within the UK, a Statutory Declaration which has been executed under the **Statutory Declarations Act of 1835.**
- ❑ **Self-Addressed Stamped Envelope**: Please enclose a **first class self-addressed stamped envelope.**

Mail/post your petition to:	**Our address for regular and express mail can be found on:** **http://london.usembassy.gov/dhs/uscis/**

ORDER OF DOCUMENTS SUBMITTED

You should submit your I-130 package 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)
- ❑ Change of Name Deed Poll 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 (photo stapled in bottom right hand corner)
- ❑ G-325A – Biographic Information for beneficiary (photo stapled in bottom right hand corner)
- ❑ First class self-addressed stamped envelope