



## FILING CHECKLIST FOR PETITION FOR ALIEN RELATIVE (Form I-130) FILED FOR A SPOUSE

### 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 (Aufenthaltserlaubnis), 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. Department of Homeland Security. (*Print name and address on reverse side of check in case it is inadvertently separated from petition.*)
- Mail the application to: USCIS, Giessener Str. 30, Frankfurt, Germany 60435. Military members may use our DPO address: U.S. Department of State, USCIS Box 1800, 7900 Frankfurt Place, Washington, DC 20521-7900. **\*We recommend that you use the local German address. Letters mailed with APO/DPO are routed through the U.S. and take considerable longer.**
- 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/>