



UNITED STATES DEPARTMENT OF HOMELAND SECURITY
U.S. Citizenship & Immigration Services
Giessener Str 30
60435 Frankfurt, Germany

INSTRUCTIONS FOR FILING ALIEN RELATIVE PETITIONS

WHO MAY FILE IN FRANKFURT

An I-130 Alien Relative Petition may be filed by a United States citizen (USC) petitioner or **Lawful Permanent Resident (LPR) petitioners who are stationed in Germany on military orders** on behalf of a qualifying relative.

USC petitioners may file on behalf of the following qualifying relatives:

- Spouse
- Parents
- Children [under the age of 21]
- Unmarried Sons or Daughters [over the age of 21]
- Married Sons or Daughters of any age
- Brothers or Sisters

LPR petitioners who are stationed in Germany on military orders and need an approved I-130 for SOFA status on may file on behalf of the following qualifying relatives:

- Spouse
- Children [under the age of 21]
- Unmarried Sons or Daughters [over the age of 21]

The I-130 Alien Relative Petition may be filed by mail or in person with the U.S. Citizenship & Immigration Services (USCIS) in Frankfurt only if the USC petitioner or LPR petitioner is presently residing in Germany and has been residing in Germany for at least six months prior to filing. **PROOF OF RESIDENCE IN GERMANY MUST BE SUBMITTED BY ALL PETITIONERS.**

SPECIAL NOTE: In the case of US Armed Forces Members who are Lawful Permanent Residents who are stationed in Germany and wish to file on behalf of family members because of a PCS move back to the United States, they should contact our office for information on filing and parole options while waiting for a visa number by sending an email to USCIS.Frankfurt@dhs.gov for further information.

HOW TO FILE

Appointments to file in person can be made through the INFOPASS website at <http://infopass.uscis.gov> for Monday, Wednesday and Friday between the hours of 8:00am and 11:00am except on German and American holidays. If you are under time restrictions, we recommend filing in person as mail-in petitions take longer to reach our office. The **average** processing time for a properly filed petition after it has been received by our office is 90 days.

Please note that properly filed means that all the forms have been signed correctly and the correct filing fees have been submitted. If a petition is not properly filed, it will be rejected and returned to you with a notice regarding the deficiencies. The mailing address is: American Consulate General, USCIS, Giessener Str. 30, 60435 Frankfurt *or* DPO Address is: AMCONGEN/CIS, Unit 7900, Box 1800, DPO AE 09213.

IMPORTANT INSTRUCTIONS

Please note the following instructions when preparing the Form I-130 and required supporting documents:

1. The latest version of the Form I-130, Petition for Alien Relative, Fee information and the G-325A Biographic Information form is available at www.USCIS.gov.
2. Read the petition's instruction pages carefully and complete all sections of the form. Make sure EVERY question is answered. If not applicable put "N/A" or "None." The United States citizen or Lawful Permanent Resident petitioner must sign the form in part "E."
3. Please include a mailing address, physical address, work address of both the petitioner and beneficiary (spouse, child, parent, brother or sister). In addition, please include home phone, work phone, cell phone and email addresses of both the petitioner and the beneficiary. (If military, include APO/FPO address, if applicable and DSN telephone numbers with the commercial equivalent, along with your military email address.)
4. Submit only photocopies of **all** required documents for each petition. If necessary, USCIS Frankfurt may request to see the original documents.
5. Any document presented to USCIS that is not in English MUST have a COMPLETE translation into the English language. The person that completes the translation must list his/her name and indicate he/she is fluent in both the English and foreign language and that the translation is complete and accurate.

CHECK-LIST FOR I-130 PETITION FOR ALIEN RELATIVE PETITION

Please make sure the items on the following check-list are completed and/or copies of the required documents are submitted for **each** person. This will ensure the efficient processing of your petition(s).

Documentation Required for all Petitions

- 1. Submit a completed I-130 Petition for Alien Relative for each person who is looking to immigrate to the United States.
- 2. Submit a **FILING FEE** of **\$420.00** for **each petition**. The **\$420.00** fee must be a US Dollar's cashier's check, US Dollar money order, international bank draft made payable to the US Citizenship & Immigration Services, Visa or MasterCard. **DO NOT MAIL CASH OR PERSONAL CHECKS.** If you are filing the petition in person, cash in US dollars or Euros equivalent may be used.
- 3. For USC petitioners, submit a copy of their US passport (photo page) or United States birth certificate issued by a civil registrar, vital statistics office, or other civil authority; For LPR petitioners, submit a copy of their I-551 Alien Registration Card [green card] or other proof of lawful permanent residence status.
- 4. Submit one copy of the petitioner's **German Residence Permit** (Aufenthaltserlaubnis) or if dual citizen, copy of German passport, or a copy of the petitioner's orders if he/she is a member of the U.S. military stationed or Armed Forces civilian employed in Germany to show proof of residence in Germany.

Additional Documents to Include if Filing for a Spouse

- 5. Submit a copy of the current marriage certificate, with English translation if applicable.

- 6. Submit a copy of divorce decree or death certificates for all prior marriages for both the petitioner and beneficiary spouse, with English translation if applicable.
- 7. If filing on behalf of a **spouse**, submit two completed Form G-325As if filing on behalf of a spouse – one completed and signed by the USC or LPR petitioner and one completed and signed by the spouse beneficiary. Forms G-325A are not required for petitions filed on behalf of any other relative.
- 8. If filing on behalf of a **spouse**, submit one color photograph of the petitioner and beneficiary. Photographs should be a passport-style color photo taken within 30 days prior to filing the I-130 petition. The photos must have a white background and be glossy unretouched and not mounted. The dimensions of the full frontal facial image should be about 1 inch from the chin to top of the hair. Using pencil or felt pen, lightly print the name (and Alien Registration Number, if known) on the back of each photograph. Photographs are not required for petitions filed on behalf of any other relatives.
- 9. If filing on behalf of a **spouse**, you may also wish to submit additional evidence related to the bona fides of the marriage and to establish that the petitioner and the beneficiary are residing together in a marital union and have been doing so since the inception of the marriage. Such documentation may be, but is not limited to, copies of: birth certificates for common children; rent receipts; joint income tax returns; joint banking accounts, bills, credit cards; joint ownership of property; joint automobile insurance; life insurance; leasing agreements or mortgage statements; records detailing contact between the petitioner and the beneficiary such as letters/emails/etc.; photographs; affidavits sworn to or affirmed by third parties detailing a personal knowledge of the bona fides of the marital relationship.

Additional Documentation to Include if Filing for a Child

- 10. If filing for a **child** [including married or unmarried sons or daughters], submit one copy of his/her birth certificate. If any name changes have taken place, we need one copy of the legal documents that effected the name change such as marriage certificate, adoption decree or court order. If the child was adopted please include one copy of the adoption decree.
- If applying for a *step-child*, please also submit current marriage certificate between the petitioner and the child's mother or father, and all divorce decree or death certificates for all prior marriages for both the petitioner and child's mother or father, with English translation if applicable.

Additional Documentation to Include if Filing for a Parent

- 11. If filing for a **parent**, submit one copy of the Petitioner's birth certificate indicating birth parents. If any name changes have taken place for petitioner or parent, we need one copy of the legal documents that effected the name change such as marriage certificate, adoption decree or court order. If it is for adoptive parent, please include one copy of the adoption decree.

Additional Documentation if Filing for Brother or Sister

- 12. If filing for a **brother or sister**, submit one copy of the Petitioner's birth certificate indicating birth parents and one copy of brother or sister's birth certificate indicating birth parents.

PLEASE SUMIT YOUR PETITION(S) ONLY IF SIGNED AND ACCOMPANIED BY ALL SUPPORTING DOCUMENTATION AND FEE. INCOMPLETE PACKAGES WILL DELAY PROCESSING.