U.S. Department of Homeland Security
USCIS Rome District Office
U.S. Embassy, Rome

U.S. Address:
Unit 9500 Box 37
DPO AE 09624-003

Italian Address:
Via Sallustiana 49
00187 Rome ITALY

E-mail: USCIS.Rome@dhs.gov

CHECKLIST FOR PETITION FOR ALIEN CHILD

In order to help you prepare your I-130 correctly, use the following checklist. Attach the checklist to the top of your petition before mailing it to this office.

_____ _____
Print Full Name of Petitioner **Print Full Name of Your Child**

E-mail address of Petitioner: _____

I-130 (Petition for Alien Relative):

- θ Ensure you print legibly
- θ The address in B.2 and C.2 should be your Italian physical address.
- θ Ensure you complete all blocks. If not applicable, enter "*Not Applicable*" or "*N/A*".
- θ Write your full name where required; no initials.
- θ Dates must be listed in month/day/year format; March 20, 2007 should be written as **3/20/07.**

Supporting Documentation to submit with your Petition:

- θ **Very Important:** Do not send original documents with the petition! Photocopies are acceptable.

- θ **Official Translation:** Any supporting documentation that you provide in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he /she is competent to translate. The full name of the translator, address and contact information is also required.

- θ **Italian Residency Requirement:** The U.S. Citizenship and Immigration Services at the U.S. Embassy in Rome accepts I-130 petitions from U.S. Citizens who reside in its jurisdiction. In order to prove residency in Italy, provide a copy of the certificate di residenza, permesso di soggiorno or Italian identity card. U.S. military assigned abroad must submit a copy of a Military I.D. card and a copy of travel orders. U.S. Citizens whose principal residence is not in our jurisdiction **and/or** who have entered Italy as a temporary visitor must file the petition with the appropriate USCIS Service Center in the United States.

- θ **Proof of United States Citizenship:** A photocopy of your biographical page from your U.S. passport is sufficient. You may also provide your state issued birth certificate, your naturalization certificate, or a Certificate of Birth Abroad. A hospital birth certificate or military ID card is not acceptable.

- θ **Birth Certificate:** Provide a copy of the child's birth certificate showing the names of both parents.

- θ **Marriage Certificate:** If you are the father of a child, provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse.

- θ **Termination of all prior marriages:** Please provide a death certificate, record of annulment, or divorce decree (absolute or final) issued by a public authority to show that a public record exists of the termination of all prior marriage(s).

- θ **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 deed poll.

- θ Notice: Beginning 3/15/2012 Rome will no longer be able to accept checks for U.S. dollars that are drawn on foreign banks. Please see below for acceptable methods of payment. Fee amount for I-130 Petitions is $420 or Euro 315.

The fees for applications and petitions submitted to this office must be paid:

· In cash with either U.S. dollars or Euro only if the application is filed in person at the US Embassy in Rome; or

· By a cashier's check, money order, or international bank draft, made payable in U.S. Dollars to the U.S. Embassy Rome, issued by a U.S. bank or by a U.S. military Post Office facility; or

· By a cashier's check (assegno circolare) in Euros, issued by an Italian bank, made payable to the U.S. Embassy Rome.

· Personal checks are not accepted