U.S. Citizenship and Immigration Services

USCIS Field Office – London
Embassy of the United States of America
24 Grosvenor Square
London W1K 6AH
uscis.london@dhs.gov

CHECKLIST – PETITION FOR ALIEN RELATIVE (BROTHER/SISTER)

Updated: July 3, 2015

Use of this checklist will help you prepare your I-130 correctly

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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, 2014 should be written at **3/20/07.**
- ☐ **Petitioner must sign at Section E.**

☐ **G-1145 – E-Notification of Petition Acceptance**

- ❑ *Email will only be sent to petitioner or attorney of record.*

☐ **Required FEE of $420.00**

- ☐ Payment may only be made by the following.
  - ☐ By Credit Card using the Department of Homeland Security Credit Card Payment Form attached.
  - ☐ U.S. Cashier's Check; U.S. Dollar Money Order; or International Bank Draft in U.S. Dollars made payable to: U.S. DISBURSING OFFICER (***make sure you print name and address of petition on reverse side of the check to ensure that if check is inadvertently separated from petition, it can be matched up with the correct petition.)***
- ☐ **The following forms of payment WILL NOT be accepted: (1) Cash; (2) personal checks; (3) travelers checks; (4) 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 required.
- ☐ **Official Translations**. Documents in any language other from 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 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
- ❑ **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:
  - ❑ Valid UK Residency Card or Stamp
  - ❑ If Dual National, EU Passport – photo page;
  - ❑ U.S. Military PCS orders assigning you to the UK.
- ❑ **Marriage Certificate**: Please provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between parents.
- ❑ **Record of Name Change**: If either you or the person you are filing for has used a name other than that shown on the relevant documents, you must provide legal documents that effected the change.
- ❑ **Beneficiary's foreign passport photopage** – Provide a photocopy of the beneficiary's valid foreign passport *photopage*.
- ❑ **Petitioner's birth certificate** – Provide a photocopy of the petitioner's long version birth certificate showing the names of the beneficiary parent(s).
- ❑ **Beneficiary's birth certificate** – Provide a photocopy of the beneficiary's long version birth certificate showing the names of the beneficiary parent(s).
- ❑ **Self-Addressed Stamped Envelope**: Please enclose a **first class self-addressed stamped envelope.**

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Mail your I-130 to the address listed in the heading in the following order with all documents STAPLED firmly together.

- ❑ **On top** – Checklist for Petition for Alien Relative (Brother/Sister)
- ❑ 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)
- ❑ Beneficiary's photo page from his/her valid foreign passport
- ❑ Statutory Declaration of 1835 for change of name in UK or Court Order for petitioner and beneficiary (*if applicable*)
- ❑ Marriage Certificate for parents
- ❑ Translated marriage certificate (*if applicable*)
- ❑ Translated divorce decree(s)/death certificate(s) for petitioner's previous marriages (*if applicable*)
- ❑ Long Version birth certificate for the petitioner
- ❑ Long version birth certificate for the beneficiary
- ❑ G-1145 – E-Notification of Application/Petition Acceptance.
- ❑ First class self-addressed stamped envelope

- ❑ Note: I-130 petition will be **rejected** and returned to you if:
  - o (1) You fail to sign Section E of the I-130;
  - o (2) You submit the incorrect payment; or
  - o (3) You do not meet the UK Residency Requirement.

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Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)
American Embassy – London

CREDIT CARD PAYMENT FORM

Please complete fully all items and sign. If incomplete, we will return all documents without processing your application.

CREDIT CARD TYPE:
(Please tick appropriate box)

- ☐ AMERICAN EXPRESS
- ☐ DINERS CLUB
- ☐ DISCOVER
- ☐ MASTERCARD/ ACCESS
- ☐ VISA

DEBIT CARDS AND OTHER CREDIT CARDS CANNOT BE ACCEPTED

CREDIT CARD NUMBER: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

EXPIRATION DATE: M M Y Y

AMOUNT TO BE DEDUCTED FROM CREDIT CARD: $

FULL NAME AS SHOWN ON CREDIT CARD:

Please charge my credit card account for the amount shown above for the attached application/petition.

SIGNATURE OF CARDHOLDER: