



**CHECKLIST FOR
PETITION FOR ALIEN CHILD(REN)
Updated: February 27, 2012**

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

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 must sign at Section E.**
- G-1145 – E-Notification of Petition Acceptance**
 - Email will only be sent to petitioner or attorney on record.
- Required FEE of \$420.00 "New"**
 - Payment may only be made by the following.
 - By Credit Card by downloading 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.**

Please note: If the child you are petitioning for is the biological child of the U.S. citizen petitioner and born abroad, the child may have a claim to U.S. citizenship. Before submitting the Form I-130 for your child, please refer to the below web site for more information.

http://london.usembassy.gov/cons_new/acs/passports/robirth.html

Print Full Name of Your Alien Child(ren)

- 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, tenancy agreements, photos, bank/tax statements, etc. Extraneous documentation will be returned to petitioner. Do not** place documents in plastic protectors or binders, or labeling each document with a post-it-note.
 - 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 and has been a resident of the UK for a minimum of six months. Submit a copy of one of the following:
 - Appropriate UK Entry Clearance Stamp(s); OR
 - If Dual National, your 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. We will require a copy of your marriage license plus marriage certificate to show that it has been publicly registered in the state/country.
 - 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.**
 - Long Form Birth Certificate:** You must provide a copy of the child's birth certificate showing the names of both parents.
 - Self-Addressed Stamped Envelope:** Please enclose a first class self-addressed stamped envelope.

<http://london.usembassy.gov/dhs/uscis> provides our address for regular and special delivery mail/post.

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 Child(ren)
 - 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)
 - Statutory Declaration of 1835 for change of name in UK or Court Order for petitioner and beneficiary (*if applicable*)
 - Marriage Certificate
 - Translated marriage certificate (*if applicable*)
 - Divorce decree(s)/death certificate(s) for all prior marriages (*if applicable*)
 - Translated divorce decree(s)/death certificate(s) for all prior marriages (*if applicable*)
 - Long Form Birth Certificate for child.
 - G-1145 – E-Notification of Application/Petition Acceptance.
 - First class self-addressed stamped envelope
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- Note: Your I-130 petition will be rejected and returned to you if (1) You fail to sign Section E of the I-130; (2) you don’t have the required six months residency in the United Kingdom following issuance of your UK Entry Clearance; or (3) You submit the incorrect payment.

