Service document checklists

Starting lists for document preparation and administrative support. Select only a process already chosen by you or your authorized adviser. These lists do not establish eligibility or replace current agency instructions. A DG reviewer confirms applicability before requesting sensitive records.

Use clear copies. USCIS generally requires full English translations with translator certification for non-English records. Verify current form editions, fees, photos, and submission instructions. Do not email sensitive records until a secure delivery method has been agreed.

I-130 Family petition

COMMON PREPARATION DOCUMENTS

☐ Petitioner citizenship or permanent-resident evidence.

☐ Relationship records: marriage, birth, or adoption certificates.

☐ Beneficiary identifying information and existing immigration notices.

IF APPLICABLE AFTER REVIEW

☐ Spouse cases: I-130A, required photos, and genuine-marriage evidence.

☐ Prior-marriage termination records and legal name-change records.

☐ Relationship-specific evidence required by the current instructions.

Source: USCIS official instructions

I-485 Adjustment of status

COMMON PREPARATION DOCUMENTS

☐ Photo identification, birth certificate, and required photographs.

☐ Admission or parole records, such as I-94.

☐ Evidence of the immigration category or underlying petition.

IF APPLICABLE AFTER REVIEW

☐ I-864 financial sponsorship, if required.

☐ I-693 medical examination: include with I-485 when required.

☐ Certified arrest/court records and category-specific evidence, if applicable.

Source: USCIS official instructions

I-864 Financial sponsorship

COMMON PREPARATION DOCUMENTS

☐ Sponsor status, domicile, household, and income information.

☐ Most recent federal tax transcript or complete return.

☐ Current employment or self-employment income evidence.

IF APPLICABLE AFTER REVIEW

☐ W-2/1099 forms and schedules when instructions require them.

☐ Joint-sponsor or household-member documents, if used.

☐ Asset ownership/value evidence or tax nonfiling explanation, if applicable.

Source: USCIS official instructions

I-765 Employment authorization

COMMON PREPARATION DOCUMENTS

☐ Identity evidence or existing EAD, as instructed.

☐ Evidence supporting the already-selected eligibility category.

☐ Required photograph format for the filing method.

IF APPLICABLE AFTER REVIEW

☐ I-94, passport, status notices, or pending-case receipt, as category requires.

☐ Prior EAD front and back, if issued.

☐ Category-specific documents listed in current I-765 instructions.

Source: USCIS official instructions

I-131 Advance parole with pending I-485

COMMON PREPARATION DOCUMENTS

☐ Government photo identification and required photographs.

☐ I-485 receipt or concurrent-filing information.

☐ Existing status documents and intended travel details.

IF APPLICABLE AFTER REVIEW

☐ Prior travel document, if issued.

☐ Purpose or urgency evidence if required for the request.

☐ Other I-131 categories require a different checklist.

Source: USCIS official instructions

I-90 Green card renewal or replacement

COMMON PREPARATION DOCUMENTS

☐ Existing permanent resident card copy, if available.

☐ Identity evidence appropriate to the filing reason.

☐ Corrected biographic information and prior USCIS notices.

IF APPLICABLE AFTER REVIEW

☐ Legal name-change or corrected civil records.

☐ Lost/stolen/damaged-card supporting records, as applicable.

☐ Evidence required for the specific replacement reason.

Source: USCIS official instructions

N-400 Naturalization

COMMON PREPARATION DOCUMENTS

☐ Permanent resident card, front and back, when required.

☐ Residence, employment, travel, and marital history.

☐ Records supporting the already-selected filing basis.

IF APPLICABLE AFTER REVIEW

☐ Marriage-based filing: spouse citizenship and marital-union evidence.

☐ Court, tax, support, military, or name-change records, as applicable.

☐ N-648 or other special-category evidence, when applicable.

Source: USCIS official instructions

H-1B Employer petition support

COMMON PREPARATION DOCUMENTS

☐ Employer details and position duties, requirements, wage, and worksites.

☐ Certified LCA and offered-employment terms.

☐ Beneficiary passport, education, and qualification evidence.

IF APPLICABLE AFTER REVIEW

☐ Foreign-credential evaluation or occupational license, if needed.

☐ I-94, prior approvals, and maintenance-of-status evidence, if applicable.

☐ Cap-selection and other petition-specific evidence when required.

Source: USCIS official instructions

PERM Recruitment and audit-file support

COMMON PREPARATION DOCUMENTS

☐ Employer FEIN, worksite, job duties, and actual minimum requirements.

☐ Prevailing wage determination and recruitment plan approved by the employer/adviser.

☐ Recruitment evidence, notice of filing, and recruitment report.

IF APPLICABLE AFTER REVIEW

☐ Applications, resumes, and lawful recruitment dispositions.

☐ Beneficiary education and experience records for the job requirements.

☐ Special-handling or audit-specific records when applicable.

Source: Official agency reference

I-140 Employer petition with labor certification

COMMON PREPARATION DOCUMENTS

☐ Certified labor certification and applicable filing-window information.

☐ Beneficiary education and qualifying experience evidence.

☐ Employer ability-to-pay evidence from the priority date.

IF APPLICABLE AFTER REVIEW

☐ Federal tax returns, annual reports, or audited financial statements, as appropriate.

☐ Existing approval notices or relevant priority-date records.

☐ Original certification or electronic certification materials as current instructions require.

Source: USCIS official instructions

EB-1A Evidence organization

COMMON PREPARATION DOCUMENTS

☐ CV and records of work in the field.

☐ Achievement evidence selected with the authorized adviser.

☐ Evidence of continued work in the area of expertise.

IF APPLICABLE AFTER REVIEW

☐ Awards, judging, publications, media, original contributions, or leading roles, as applicable.

☐ Context explaining significance and independent corroboration.

☐ Do not treat a document count as proof of eligibility.

Source: USCIS official instructions

EB-2 NIW Evidence organization

COMMON PREPARATION DOCUMENTS

☐ Education or exceptional-ability evidence for the selected EB-2 basis.

☐ Description and supporting records of the proposed endeavor.

☐ Evidence of qualifications, progress, and ability to advance it.

IF APPLICABLE AFTER REVIEW

☐ Independent support, contracts, plans, publications, or impact records.

☐ Evidence addressing the waiver criteria identified by the authorized adviser.

☐ Foreign-credential evaluations and translations, when needed.

Source: USCIS official instructions

O-1 Petition document organization

COMMON PREPARATION DOCUMENTS

☐ Petitioner details, beneficiary passport, and CV.

☐ Contracts or employment terms and activity itinerary.

☐ Consultation/advisory opinion unless an applicable exception is confirmed.

IF APPLICABLE AFTER REVIEW

☐ Achievement evidence for the specific O-1 category.

☐ Agent arrangements, worksite details, or multiple-employer records, if applicable.

☐ Status records for an extension or change-of-status request.

Source: USCIS official instructions

P-1A Athlete or team support

COMMON PREPARATION DOCUMENTS

☐ Petitioner and athlete/team details; passport and roster information.

☐ Contracts, competition schedule, and itinerary.

☐ Required consultation or documented applicable exception.

IF APPLICABLE AFTER REVIEW

☐ Rankings, awards, league participation, and recognition evidence, as applicable.

☐ Team, governing-body, media, or expert documentation.

☐ Different P categories require category-specific review.

Source: USCIS official instructions

RFE or NOID Packet organization

COMMON PREPARATION DOCUMENTS

☐ Complete notice, all pages, and stated response deadline.

☐ Complete prior filing and relevant receipts/approvals.

☐ Evidence specifically requested in the notice.

IF APPLICABLE AFTER REVIEW

☐ Authorized adviser instructions, updated records, and certified translations.

☐ Exhibit index and response assembly instructions.

☐ Legal response strategy requires appropriate professional review.

Source: USCIS official instructions

US Consular visa appointment support

COMMON PREPARATION DOCUMENTS

☐ Passport and appointment instructions from the relevant consulate.

☐ Applicable application confirmation and fee receipt.

☐ Photograph if required by the appointment instructions.

IF APPLICABLE AFTER REVIEW

☐ Underlying petition approval and category-specific supporting documents.

☐ Civil documents and translations required for immigrant visas.

☐ Country-specific instructions and prior visa/refusal records, if relevant.

Source: Official agency reference

LLC Formation paperwork

COMMON PREPARATION DOCUMENTS

☐ Chosen state, proposed name, principal and mailing addresses.

☐ Registered-agent details and required consent.

☐ Organizer and management information; authorized filing instructions.

IF APPLICABLE AFTER REVIEW

☐ State-specific articles, effective-date request, and filing payment.

☐ Operating agreement or ownership records supplied by the client/adviser.

☐ Foreign-registration documents for an existing out-of-state entity, if needed.

Source: Official agency reference

EIN Application assistance

COMMON PREPARATION DOCUMENTS

☐ Legal entity name, structure, formation date, and mailing address.

☐ Responsible-party details and authorization.

☐ Reason for applying, business activity, and employee information.

IF APPLICABLE AFTER REVIEW

☐ SSN/ITIN or foreign-applicant details through an agreed secure method.

☐ Existing entity formation records.

☐ Completed SS-4 or online-application information, as appropriate.

Source: Official agency reference

Business records and workflow support

COMMON PREPARATION DOCUMENTS

☐ Description of the administrative task and intended output.

☐ Existing forms, records, templates, and client instructions.

☐ Business contact and approval contact.

IF APPLICABLE AFTER REVIEW

☐ Brand assets, formatting requirements, and deadlines.

☐ Record-access permissions and delivery method.

☐ Specialist-approved language for legal or tax documents.

Source: DG administrative intake requirements. Confirm the agreed service scope.

Multilingual document translation

COMMON PREPARATION DOCUMENTS

☐ Clear complete copy, including stamps and reverse sides.

☐ Source language, target language, page count, and deadline.

☐ Receiving organization and its certification requirements.

IF APPLICABLE AFTER REVIEW

☐ USCIS submissions: full English translation and translator certification.

☐ Confirm notarization, apostille, or other recipient-specific requirements separately.

☐ Spelling of names and preferred formatting.

Source: USCIS official instructions

Individual tax document organization

COMMON PREPARATION DOCUMENTS

- ☐ Prior return and current-year W-2/1099 income records.
- ☐ Filing-household and dependent information through an agreed secure method.
- ☐ Records for deductions, credits, and estimated tax payments.

IF APPLICABLE AFTER REVIEW

- ☐ 1095-A, education, childcare, mortgage, or retirement records.
- ☐ Self-employment, foreign-income, and state-source records when applicable.
- ☐ IP PIN and banking information only through the preparer's secure method.

Source: Official agency reference

Small business tax document organization

COMMON PREPARATION DOCUMENTS

- ☐ Entity/EIN records, prior return, and accounting summaries.
- ☐ Income records, bank/payment-processor statements, and expense receipts.
- ☐ Asset purchases and business-use/mileage records.

IF APPLICABLE AFTER REVIEW

- ☐ Payroll, contractor, inventory, loan, and owner-contribution records.
- ☐ Estimated payments and state filings, when applicable.
- ☐ Separate personal transactions; tax treatment is reviewed by the tax professional.

Source: Official agency reference