

I-130 PETITION FOR FOREIGN NATIONAL TO BECOME A LAWFUL PERMANENT RESIDENT (LPR) OF THE UNITED STATES

Source: <http://www.uscis.gov/i-130>

- ❖ **Purpose of this packet:** the Permanent Resident Card (often called Green Card) allows a foreign national to immigrate to the United States and to live and work there. The **petitioner** is the U.S. citizen or the lawful permanent resident that applies for his/her relative to immigrate to the States. The relative that wishes to immigrate to the U.S. is called the **beneficiary** of this petition.

- ❖ **Content of this packet**
 1. Submitting an I-130 application. How does this process work?
 2. Cover letter sample
 3. Checklist for petition for alien spouse
 4. List of official translators (available at <http://italy.usembassy.gov/professional-services.html>)

- ❖ **USCIS forms:** we strongly recommend that you fill out the USCIS forms *online* and then print them out, to ensure that your forms are readable and that you complete the most updated version. USCIS may reject expired forms. With this petition you will send the following forms:
 - **I-130** (required), **I-130** instructions, and **G-1145** (optional) available at <http://www.uscis.gov/i-130>
 - **G-325a** (required) available at <http://www.uscis.gov/sites/default/files/files/form/g-325a.pdf>

- ❖ **Supporting documents:** in order to avoid any delay and request to provide additional information, make sure that you follow carefully the “*Checklist for Petition for Alien Spouse*” included in this packet. This sheet lists the documents that you, the petitioner, have to provide for your spouse, the beneficiary. In addition to the documents listed in this check list, do not forget to *include your military orders and copy (front and back) of your military ID cards (both sponsor AND spouse)*.

- ❖ **Cost:** Currently, the filing fee of this petition is \$420.00. Check current fees at <https://www.uscis.gov/forms>. You can pay this fee by including a check or money order in your packet. Make the check or the money order payable to “U.S. Department of Homeland Security”. The check or the money order must be in U.S. dollars drawn on a U.S. bank.

- ❖ **Mailing Address:** before mailing your application, make a photocopy of the entire packet and keep it for your records. Send by Certified Mail with Return Receipt to:
Department of Homeland Security
U.S. Citizenship & Immigration Service
Unit 9500 Box 37 DPO AE 09624-0037

- ❖ **USCIS Military Helpline:** USCIS has established a **toll-free military help line, 1-877-CIS-4MIL (1-877-247-4645)**, exclusively for members of the military and their families. USCIS customer service specialists are available to answer calls Mon-Fri from 8 a.m. until 4:30 p.m. (CST), excluding federal holidays. Members of the U.S. armed forces and their families stationed in the United States or overseas may access the help line using the toll-free number through their base telephone operator or using the Defense Switched Network (DSN).

SUBMITTING AN I-130 APPLICATION

How does this process work?

The purpose of this page is to give you an overview of the process that you and the beneficiary will go through from the time when you start the application to the moment when the beneficiary becomes a Permanent Resident of the United States.

Please read carefully.

- ❖ **How this process works overseas:** this process consists of three (3) phases. First phase: you, the petitioner, submit the I-130 application to USCIS (U.S. Citizenship and Immigration Services). If USCIS approves your petition, this will be forwarded to a U.S. consulate: this starts the second phase. At the Consulate, your relative (the *beneficiary* of this application) will apply for an immigrant VISA: this Visa will allow him/her to travel to the States in order to acquire the status of Permanent Resident. You will be notified by the Consulate about all the requirements to apply for such VISA, once they receive your application package from USCIS. Third phase: the beneficiary receives the VISA from the Consulate and moves to the United States.
- ❖ **Travelling:** Once you mail this I-130 application to USCIS, it is NOT advisable for the beneficiary to travel to the U.S. until he/she gets the Immigrant Visa placed in the passport by the U.S. Consulate. Once the U.S. Consulate issues the Immigrant Visa, the beneficiary has to travel to the U.S. within 6 months. Do not forget to pay the USCIS Immigrant Fee online before departing for the United States. The resident permanent card will not be issued until this fee is paid. See how to pay at <http://www.uscis.gov/forms/uscis-immigrant-fee>
- ❖ **Processing Time:** estimating the entire processing time is very difficult. Please allow at least 4 months but know that the process could take up to one year, so plan accordingly.
- ❖ **Why you submit “Evidence of shared life”:** as listed in the “Checklist for Petition for Alien Spouse” (included in this packet) and in the I-130 instructions (available at <http://www.uscis.gov/i-130>), you have to include evidence of shared life between you and your spouse. When an I-130 is submitted for a spouse, the U.S. Citizenship and Immigration Services needs to verify that such marriage has been entered in good faith and not for the purpose of obtaining immigration benefits. Read carefully the “Checklist for Petition for Alien Spouse” to know what documentation you can provide as “Evidence of shared life”.

Date

**District Director
Department of Homeland Security
U.S. Citizenship & Immigration Services
Unit 9500 Box 37
DPO AE 09624-0037**

Rank First/Last Name, Branch of Service
Command
Your FPO Mailing address Overseas
Your e-mail address
Your Work #
Your Home #
Your Cell # (if applicable)

Re: Petition for Alien Relative, Forms I-130 and G-325A NAME OF SPOUSE OR
ALIEN RELATIVE

I am an active duty military member stationed in Naples, Italy and am a citizen of the United States. My (INSERT "wife" or "husband" if applicable), (INSERT NAME OF SPOUSE OR ALIEN RELATIVE), is a citizen of (INSERT NAME OF COUNTRY) and desires an immigrant visa to the United States. I am submitting an I-130 application along with all supporting documents and the appropriate fee.

Please forward all correspondence to the above listed FPO address. I may also be contacted at the phone numbers or email address above. Thank you.

Very Respectfully,

YOUR FULL NAME,
RANK, BRANCH OF SERVICE



U.S. Citizenship
and Immigration
Services

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

U.S. Address: Unit 9500 Box 37
DPO AE 09624-0037

Italian Address: Via Sallustiana 49
00187 Rome ITALY

E-mail: USCIS.Rome@dhs.gov

CHECKLIST FOR PETITION FOR ALIEN SPOUSE

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
E-mail address

Print Full Name of Your Spouse
E-mail address

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**.
- θ Ensure that part C.17 is complete.
- θ Ensure that Form I-130 is signed by the United States citizen petitioner.

G-325A (Biographic Information):

- θ Please complete only one form for you and one form for your spouse. Do not submit multiple copies.
- θ Complete all blocks. If not applicable, enter “*Not Applicable*” or “*N/A*”.
- θ You must sign your own form, and your spouse must sign his/her own form.

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 of residence, 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 your spouse's birth certificate.
- θ **Marriage Certificate:** Provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse. Certified certificates are required. Decorative or commemorative certificates are not sufficient.
- 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 **Evidence of Shared Life:** Documents which evidence the bona fides of your marriage
Documentation showing joint ownership or property; or
A lease showing joint tenancy of a common residence; or
Documentation showing co-mingling of financial resources; or
Birth certificate(s) of child(ren) born to you, the petitioner, and your spouse together; or
Sworn affidavits by third parties having personal knowledge of the marital relationship; or
Photos or other documentation evidencing the courtship, wedding ceremony, shared residence, and shared experiences.

- θ **Photographs:** Please provide one passport-style color photo of you and one passport-style color photo of your spouse. To view an example of the photo requirement, go to:

<http://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>

- 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 336.

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

OFFICIAL TRANSLATORS

Military OneSource offers translation services. For more information visit: http://www.militaryonesource.mil/legal?content_id=268293

Furthermore, the persons listed at: <http://italy.usembassy.gov/acs/professionals/translators/translators-naples.html> have informed the U.S. Consulate General that they are available to perform services such as translating, interpreting and filing out of forms.

Disclaimer: The U.S. Region Legal Service Office cannot assume any responsibility for the fees requested or for the professional ability and integrity of the persons whose names appear on the list. Their names are arranged alphabetically and they are all translators who are officially recognized by the “Tribunale”.