

INFORMATION USE ONLY

ADJUSTMENT OF STATUS CHECKLIST

Dear Applicant (Military Member) is very important that you read and understand the contents of this checklist in order to ensure a prompt and successful process.

___ All documents/forms must be typed and fully completed

___ Supporting documents must be collected before paperwork can be reviewed by the Immigration Specialist

___ Document Review is by scheduled appointment only. Please bring all documents (and checklist) listed on this checklist. Schedule appointment by the petitioner (yourself) at 29 Palms Legal Assistance or Camp Pendleton Legal Assistance at gena.moreno@usmc.mil.

FOR MILITARY/U.S. CITIZEN SPOUSE (YOU)

ALL FORMS ARE FOUND AT www.uscis.gov

Click on forms and scroll down to find each form. Save to your computer. Enable Adobe Reader to utilize forms Autofill feature.

- () This checklist.
- () Client Statement of Understanding form.
- () Form G-1145, E-Notification of Application/Petition Acceptance.
- () Form G-1450, Authorization for Credit Card Transactions.
- () Form I-130 Petition for Alien Relative (Petitioner a U.S. Citizen/military member)
- () Form I-864 Affidavit of Support (Petitioner a U.S. Citizen/military member)
- () Evidence of your U.S. Citizenship.
 - Submit a copy of one of the following:
 - Birth Certificate
 - Current U.S. Passport
 - Naturalization Certificate
- () Photos.
 - Submit four (4) USCIS approved photos. (See Examples)
- () * **Federal Income Tax Returns Transcripts** for the past three (3) years. 2019, 2018, 2017
- () Evidence of Current Employment – Last three (3) months of LES's _____
- () Copy of your Summary of Military Compensation from MOL/Navy Pay System (For MOL users look under Personal Reports).
- () Copy of Divorce/Death Certificate:
 - Terminates any prior marriages (as applicable)
- () Copy of your Military ID card [front and back on a single sheet of paper. (See Examples)]

FILING FEE is stated on the USCIS website. It is made PAYABLE to **Department of Homeland Security**
Use Form G-1450

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Notes:

Commented [ESAD1]: Drop Down Box

For Spouse's & Fiancée Petition:

*You must include your Federal Income Tax Returns Transcripts. Not your 1040A or 1040 with your Petition/Application.

Do NOT include your State Tax returns.

Go to www.irs.gov

Create an account, print transcripts at no cost to you.

If you are filing the **ROC/I-751**, Removing the Condition you need Transcripts for the last two (2) years. Plus Items listed in Section A.

If you are filing for Adjustment of Status **I-485**, you need Transcripts for the last three (3) years. Plus Items listed in Sections A, B, & C.

If you are filing for **I-134** for K1, you need Transcripts for the last three (3) years. Plus Items listed in Sections A, B, & C.

If you have not worked for three (3) years, you will need to print the "Letter of Non Filing".

If you are not able to create an IRS account, you can visit the IRS Office (in the Camp Pendleton area) at Civic Center Dr. Ste. 400, San Marcos, CA 92069 and ask for you "Tax Return Transcripts".

OUTSIDE the State of CALIFORNIA

- A. Google IRS Office + Your City and State.
- B. Personal Statement of Military Compensation from MyPay which is found under the Miscellaneous Tab – Personal Reports.
 - a. For Navy Personnel: Provide a Statement of Service with Gross Income (BEFORE Taxes). This will include Base Pay, BAH, BAS, and Special Pay.
- C. Military ID: Copy of your military ID card Front and Back on a single page.