

Client Immigration Intake Sheet

Personal Information

Name:

Last: _____ First: _____ Middle: _____

Other names used (including maiden name): _____ Gender: _____

Email address: _____**Current Address in U.S.**

Number and Street: _____

City: _____ State: _____ Zip: _____

Last Address Outside of U.S.

Number and Street: _____

City: _____ State: _____ Zip: _____

Contact Information:

Home Phone: _____

Work Phone: _____

Hours we can call: _____

Hours we can call: _____

Fax Number: _____

Pager/Cell Phone: _____

Social Security No.: _____

Citizen of: _____

Date and Place of Birth:

Date of Birth: _____

Passport Information:

Passport Country: _____

City or Town: _____

Passport Number: _____

State or Province: _____

Expiration Date: _____

Country: _____

What type of immigration assistance are you seeking?

Family Information

Husband or Wife: In the U.S. Outside of U.S. Unmarried**Spouse's Name:**

Last: _____ First: _____ Middle: _____

Other names used (including maiden name): _____

Current Address (put "same" if you live together): _____

Date and Place of Birth: _____

Social Security Number: _____

Date and Place of Marriage: _____

Alien ("A") Number: _____

Citizen of: _____

Immigration Status: _____

Applying with you? _____

Expiration Date: _____

Children:

Total Number of Sons and Daughters: _____

Name	Sex	Date & Country of Birth	Citizen of	Immigration Status	Expiration Date	Applying w/ you?
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Parents:

Name	Country of Birth	Citizen of	Immigration Status
Your Father: _____	_____	_____	_____
Your Mother*: _____	_____	_____	_____
Spouse's Father: _____	_____	_____	_____
Spouse's Mother*: _____	_____	_____	_____

*Use Mothers Maiden Name

Previous Marriages: (Check if Not Applicable)

Name	Date of Marriage	Country of Marriage	Kids?	Reason for Termination of Marriage	Date of Termination of Marriage	Country of Termination of Marriage
Your's: _____	_____	_____	_____	_____	_____	_____
Spouse's: _____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Immigration History

Current Immigration Status: _____ Date Status Expires: _____ Alien ("A") Number: _____

Date of First Entry into U.S.: _____ Last Entry into U.S.: _____ I-94 Number: _____

Circle every type of immigration status that you have ever held and provide the dates:

Immigration Status	Date(s)	Immigration Status	Date(s)
B Visitor:	_____	E Trader/Investor:	_____
F Student:	_____	H-1B Professional:	_____
J Exchange Visitor:	_____	K Fiancee:	_____
L Manager:	_____	O Outstanding Ability:	_____
T/N Canadian Worker:	_____	Other: _____	_____

Write Y or S for each one that you or your spouse have ever applied for or been the beneficiary of:

Y (you) or S (Spouse)	Date Filed	Sponsor	Attorney	Result
_____ Green Card	_____	_____	_____	_____
_____ Immigrant Petition	_____	_____	_____	_____
_____ Labor Certification	_____	_____	_____	_____
_____ Asylum	_____	_____	_____	_____
_____ Amnesty	_____	_____	_____	_____

Have you or your spouse ever had any immigration problems? In particular, have you or your spouse even been under removal, deportation, or exclusion proceedings? Please describe **in detail** (attach a separate sheet if necessary):

Employment History

Current Employer (or Employer Petitioning on Your Behalf)

Employer: _____

Address: _____

Job Title: _____ Salary: _____

Date of Hire: _____ Are you related to your employer? _____

May we contact your employer? _____

If yes, whom may we contact?

Name	Title	Department	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

Employment in Last Five Years (anywhere in the world)

Job Title	Employer	Country	Duration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job Qualifications

List the professional licenses or certifications you possess, from any state or country:

How many years of experience do you have in your position or field? _____

Educational Background

Please list all your education anywhere in the world:

Level	School/Country	Degree & Major	Number of Years	Graduate?
College/University:	_____	_____	_____	_____
College/University:	_____	_____	_____	_____
College/University:	_____	_____	_____	_____
College/University:	_____	_____	_____	_____
Other Schooling:	_____	_____	_____	_____

OTHER INFORMATION

Have you ever been arrested or convicted of a crime anywhere in the world (even if the conviction was expunged or removed from your record) or have you ever had any problems with the police?

If yes, please explain **in detail**:

Have you ever claimed to be a citizen of the United States?

If yes, please explain **in detail**:

Have you ever used another name for immigration purposes or for any other reason?

If yes, please explain **in detail**:

Have you ever been denied a visa to come to the United States?

If yes, please explain **in detail**:

During what years, if any, have you filed an Income Tax Return with the IRS?

If you ever had an Employment Authorization Card issued by the INS, give number(s) and validity dates:

Is there anything, not already covered in this form, that you feel we should know?

STATEMENT OF TRUTHFULNESS

“By signing below, I certify that I have read and understood the instructions above this questionnaire I certify that all of the information contained in this form is true and correct to the best of my knowledge”

Signature

Date