

Matter no: _____
NCD _____
Deadline _____

589 Checklist

589 INITIAL FILING

___ check if a call up exists

DOB: _____

Country of Birth: _____

Should / can the application be lodged? _____

Court Cover

1. ___ Court header is accurate (SF, LA, AZ, etc.)
2. ___ Is this withholding (over one year since entry) or Asylum (within one year of entry)?
3. ___ index is completed, After the form and supporting docs are paginated
4. ___ request for biometrics is page 1 (handout #32)

Form I589

5. ___ circle appropriate word "Asylum" or "withholding of removal" and "x" the box for Convention against torture
6. ___ entries listed match the declaration?
7. ___ passport info is entered if available
8. ___ all three []'s checked on page 5
9. ___ All questions answered
10. ___ all three []'s checked on page 5
11. ___ name and A# on back of photos, page 9
12. ___ 2 signatures on page 9 – flag for JN

Declaration

13. ___ declaration is attached and signed (2 signatures)
14. ___ does declaration arrests match DOJ/FBI report?

If not, call C to confirm changes and revise declaration

Supporting Documents

15. ___ Birth cert is translated with signatures
16. ___ country report articles match state & country of origin
17. ___ articles specific to the state, Country of C

Final

18. ___ paginated - numbered 1,2,3,4 etc.
19. ___ Dispositions have been ordered; more than one arrest will be submitted as a crime chart (if available)
20. ___ Send out request for biometrics to Nebraska, (see page 1, on the index)

Once completed:

- ___ make 2 copies
- ___ 2-hole punch
- ___ confirm all signatures are there. JN signs all apps
- ___ put your notes in TM
- ___ Scan the app or place in "scan" basket

EOIR / Court filing : 1 Original for the IJ, 1 for TA/DHS, 1 for the file