

Mat NO. _____

NCD: _____

Dline: _____



I 589 Send to USCIS (UAC or “into proceedings”

www.uscis.gov/i-589

- _____ **If UAC** - Include the UAC cover letter (TM template) if this is an app for an Unaccompanied Minor
- _____ Also include the “ORR” sheet if available

Form G-28

- _____ Matter no written on the corner (makes filing/scanning easier)
- _____ **G28**, 2 signatures, Applicant and Attorney
- _____ Address on form G-28 is not our address

Form I589

- _____ **E42b** - Place special attention to the date of entry since we want to make sure that the C has 10 years in the US before placing into proceedings. does client have 10 years?
- _____ Are all questions answered?
- _____ Does name match passport/birth cert
- _____ Does birth date match passport/birth cert
- _____ Confirm Client and Attorney Signatures. Attach Pictures to page 9
- _____ Passport Photos (on page 9) and confirm two signature. Make sure name and DOB is written on the back of each photo if an A# is not available.

Declaration

- _____ Declaration signed – Always do a declaration. Do not “just complete the boxes” since chances are we will eventually update the 589 and its easier to use the same declaration than to do a declaration years from now when the client has an individual hearing if referred to court. And for sure the app will be referred if the UAC was found to not be UAC eligible.

Supporting Documents

- _____ Birth Certificate of Applicant with translation
- _____ Passport copy with I-94 (if available).
- _____ Marriage Certificate with translation
- _____ Divorce Judgement if applicable
- _____ BC of USC Children
- _____ Psychological Evaluation
- _____ Country Report on country conditions
- _____ Other: Dr. Letter if based on a special needs child
- _____ Most recent IEP Reports if based on a special needs child

Final

- _____ Send the **Original** + 2 copies for 1 applicant
- _____ Send **Original** + 3 for applicant and spouse (For every rider you include, make an additional copy of the principal applicants 589 but staple 2 original Rider passport photos on page 9 on top of the principals copied photo)
- _____ Send the **Original** + 4 copies for applicant, spouse and child. (For every rider you include, make an additional copy of the principal applicants 589 but staple 2 original Rider passport photos on page 9 on top of the principals copied photo)
- _____ Make 1 copy for the file
- _____ Put notes and tracking # in TM
- _____ Scan the app to the server

Send to: (Last reviewed on 05/2017, for UAC add a line that reads: ATTN: UAC)

USCIS Nebraska Service Center
P.O. Box 87589
Lincoln, NE 68501-7589