

# DOCUMENT COLLECTION CHECKLIST



## IDENTITY DOCUMENTS

- Valid expired or unexpired passport from your home country with your picture name, and date of birth;
- Valid government-issued photo identification document;
- Valid birth certificate with photo ID;
- A visa issued by a foreign consulate;
- A national ID document with photo and/or fingerprint.
- Student ID card



## FAMILY RELATIONSHIPS

- Marriage certificates for your husband or wife.
- Divorce certificate or death certificates of previous husband or wife if you were married before.
- Birth certificates for your children.



## CRIMINAL HISTORY

*See our separate fact sheet on how to obtain copies of your criminal history*

- Criminal dispositions for every arrest (obtainable from the criminal court);
- Certificate of conduct from local police department;



## IMMIGRATION HISTORY

*See our separate fact sheet on how to obtain copies of your immigration file*

- Copies of old immigration applications filed in the past;
- Copies of notices or appointment/hearing letters from INS, USCIS, and immigration court.



## DACA ONLY

### EDUCATION REQUIREMENTS

- U.S. high school diploma
- U.S. GED certificate
- Proof of current student status
- Transcripts
- Report cards
- Class schedules

*This list includes examples of documents you could use as evidence in your DAPA/DACA application. See a Community Navigator, Immigration lawyer or BIA accredited representative for more help in gathering the documents*

For more information go to [www.Ready4Relief.org](http://www.Ready4Relief.org)

## PHYSICAL PRESENCE

*You may be required to prove you have been in the United States for a certain period of time. See how many of these documents you can gather for every year you have been in the United States*

- Marriage certificate(s) if married in the US;
- Divorce decree(s) if divorced in the US;
- Religious records such as baptism, confirmation, and registration certificates;
- Lease/Rental agreements;
- Census records;
- Proof of ownership of real estate (e.g. deed to a home);
- Proof of security deposit payment;
- Dental, hospital, medical vaccination records and bills, and proof of payment;
- INS/DHS Form I-94 arrival/departure record identifying you and your date of admission;
- Other correspondence/notices from INS/DHS identifying and addressed to you;
- Birth certificates of children born in the United States;
- School records, awards, certifications, diplomas, pictures, report cards, yearbooks, etc.
- Valid (expired or un-expired) passport with tamped dates of admission into the US;
- Proof of application for home loan and proof of paying off home loan;
- Proof of purchase of an automobile and payments for automobile and car insurance;
- Automobile and registration, car title, license receipt and Department of Motor Vehicle records;
- Credit card history in the United States (e.g. Visa car, etc.);
- Department of Public Safety records;
- Insurance invoices, claims, policies, and payment of insurance;
- Utility bills such as electricity, gas, heat, sewer, water, etc. and telephone bills;
- Bank records such as bankbooks, statements, cancelled checks, and money order receipts;
- Other dated receipts;
- US Selective Service registration card;
- Postmarked envelopes addressed to you here in the US;
- Photographs of celebrations in the US, preferably with dates marked on them;
- Proof of remittances of money from you here in the US to your family in your home country;
- Paycheck stubs and payroll records;
- Licenses/permits;
- Union records;
- Record of payment of federal, state, and/or local taxes with W -2 forms 1099 forms *(if applicable)*;
- Social security records;
- Worker's Comp claim records;
- Proof of any awards, certificates, or commendations received from work;
- Medical records from injuries at work;
- Proof of any classes or vocational training received for work;
- Letters or written notices from employers;
- Postmarked envelopes with your name and address in the United States;
- Notarized affidavits from friends, family members, community members, religious organization members, or school faculty and staff stating what years they have known you in the United States *(must be notarized and include a copy of the person's photo ID)*;
- Notarized letter by yourself stating your presence in the United States on or before January 1, 2010.
- Library Records;
- Proof of trips taken inside the United States;
- Student ID card with issued date.

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