



NextStep Immigration Form Prep

Family-Based Immigration Intake Form

Appointment Date: _____

Form Preparer: _____

1. Petitioner Information (U.S. Citizen or Legal Permanent Resident)

- Full Name: _____
- Date of Birth: ____ / ____ / ____
- Place of Birth (City, Country): _____
- A# (if applicable): _____
- Social Security Number: _____
- U.S. Citizenship or LPR Status: ☐ U.S. Citizen ☐ Green Card Holder
- Phone Number: _____
- Email Address: _____
- Home Address: _____

2. Beneficiary Information (Foreign National)

- Full Name: _____
- Date of Birth: ____ / ____ / ____
- Place of Birth (City, Country): _____
- Country of Citizenship: _____
- Relationship to Petitioner:
☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Fiancé(e) ☐ Other: _____
- Current Location: ☐ Inside U.S. ☐ Outside U.S.
- If in U.S., Status/Visa Type: _____
- I-94 Number (if available): _____

- A# (if applicable): _____

3. Immigration History (Beneficiary)

- Has the beneficiary ever applied for a visa or immigration benefit?
☐ Yes ☐ No – If yes, explain: _____
 - Has the beneficiary ever been in immigration proceedings?
☐ Yes ☐ No – If yes, explain: _____
 - Prior entries into the U.S.? ☐ Yes ☐ No
 - If yes, list dates and methods: _____
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4. Supporting Documentation Checklist

Please bring or upload copies of the following (if available):

- ☐ Petitioner's proof of status (US passport, naturalization certificate, green card)
 - ☐ Beneficiary's passport and visa/I-94 (if applicable)
 - ☐ Birth or marriage certificate showing relationship
 - ☐ Divorce decrees (if applicable)
 - ☐ Photos (passport-size, if required)
 - ☐ Other: _____
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5. Additional Notes / Questions for Preparer

Disclaimer: This form is for administrative purposes only. We do not offer legal advice or representation.