



NEXTSTEP


IMMIGRATION FORM PREP

WHERE PREPARATION MEETS PEACE OF MIND

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):** _____
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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.s