



# **NEXTSTEP**

## **IMMIGRATION FORM PREP**

**WHERE PREPARATION MEETS PEACE OF MIND**

### **SERVICE AGREEMENT**

#### **CLIENT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **SERVICE PROVIDER:**

NextStep Immigration Form Prep

Contact: 678-824-4419

Email: [cwhite@nextstepimmigrationformprep.com](mailto:cwhite@nextstepimmigrationformprep.com)

Location: Douglasville, GA 30134

#### **1. SCOPE OF SERVICES**

NextStep Immigration Form Prep agrees to provide the following non-legal support services, which may include but are not limited to:

- Immigration form preparation (family-based)
- Passport application assistance
- Notary Public services

These services are offered solely as administrative support. The Service Provider does not offer legal advice, representation, or legal analysis of immigration or other legal matters.

#### **2. NON-LEGAL STATUS DISCLAIMER**

Pursuant to OCGA § 15-19-51(a)(4) & (7), the Service Provider is not an attorney and is not licensed to practice law in the State of Georgia or any other jurisdiction. Accordingly,

the Service Provider does not provide legal advice, legal representation, or engage in the unauthorized practice of law.

In accordance with OCGA § 43-20A-5(b), a prominent disclaimer is displayed at our office and on our website stating:

“I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE.”

Clients are encouraged to consult a licensed attorney for any legal questions or representation.

### **3. FEES AND PAYMENTS**

A breakdown of fees for each service is provided at the time of consultation or posted online. Payment is due in full at the time of service unless otherwise agreed in writing. For services that require government fees (e.g., passport processing), clients are responsible for submitting correct payment amounts via money order or as required by the relevant agency.

Notary Services: Pursuant to OCGA § 45-17-11(b), fees for notarization services shall not exceed \$4 per act unless mobile notary services are rendered. The Provider complies with all requirements of OCGA § 45-17-8 and § 45-17-8.2, including the posting of the required disclaimer:

“I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW AND MAY NOT GIVE LEGAL ADVICE.”

### **4. CLIENT RESPONSIBILITIES**

Clients agree to provide accurate and complete information for the completion of documents. Clients understand that all information submitted is at their own discretion and the Service Provider is not responsible for errors due to inaccurate or incomplete disclosures.

### **5. LIMITATION OF LIABILITY**

The Service Provider assumes no responsibility for the outcome of any applications submitted using prepared documents. The client assumes all responsibility for filing, attending interviews, and following up with the relevant government agencies.

### **6. CANCELLATION AND REFUNDS**

Cancellations must be made at least 24 hours in advance. Refunds will be issued at the discretion of the Service Provider and are not guaranteed once work has begun.

## **7. PROVIDER QUALIFICATIONS**

The Service Provider is a qualified paralegal, a certified Immigration Forms Specialist (IFS), and a certified Notary Public in the State of Georgia.

## **8. ACKNOWLEDGEMENT**

By signing below, the client affirms understanding of the above terms and that they are receiving non-legal document preparation services.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_