

Part A - Principal Beneficiary

1) Full Name		2) City and Country of Birth		3) City of Last Entry to U.S.	
4) All Other Names Used		5) A Number (if any)		6) Social Security # (if any)	
7) Home Phone	8) Cell Phone	9) Office Phone	10) Fax	11) E-mail	
12) Current U.S. Address					
13) Foreign Address				14) Desired Consulate	
15) List prior stays in L or H status (if none, write none)			16) Position Being Offered		17) Proposed Wages/Salary

Part B - Family Information (if family is also in U.S.) - if none please write none

1) Full Name (maiden name)	2) Relation	3) City & Country of Birth	4) SS # (if any)	5) A # (if any)
	Spouse			
	Child			
	Child			
	Child			
	Child			
	Child			
	Child			
	Child			

Part C - Questions to Beneficiary and Family

1) Has anyone served in the military? (if yes, identify the military: country, branch, dates, location and nature of service).
2) Has anyone use, sold, provided, or transported any weapons? (if yes, please provide information)
3) Has anyone been removed or deported or had any other immigration problems? (if yes, please provide information)
4) Has anyone violated the terms of their immigration status or violated any other immigration laws? (if yes, provide details)
5) Has an immigration (green card) application or Labor Certification been filed for any one? (if yes, provide details)
6) Has anyone been arrested, charged, or had dealings with police or had other criminal problems? (if yes provide details)
7) Has anyone been previously employed in the U.S.? (If yes, please provide information)
8) Does anyone have or have had any communicable diseases or dangerous physical or mental disorder or drug/alcohol problems (if so please provide information):
9) Please list all previously issued visas and status:
10) Please list all previously refused visas and status:

Part D - Company Information

1) Name of the Company		2) Company Address			
3) Manager/Officer's Name and Title (contact person)			4) Type of Business		
5) Company Phone	6) Company Fax	7) Year Established	8) Activity to be performed by beneficiary in U.S.		
9) Company E-mail Address		10) Gross Income	11) Net Income	12) Number of Employees	13) EIN #

Part E - Needed Documents:		Check List
Beneficiary and Family:		
1. Copy of I-94 and Passports for all individuals applying		
2. Copy of Government Document proving family relationship (Birth Certificate, Marriage Certificates, etc.)		
3. Resume (with details of prior experience including job duties)		
4. Income Tax Documents and other documents evidencing prior experience		
5. University/College Degrees and Transcripts		
6. Licenses and Permits (if job requires such)		
7. Copies of all prior applications and approval notices and denial notices, I-20, etc.		
8. Criminal Documents (if any)		
9. Information regarding any change of name, address, phone numbers, etc.		
10. Copy of Prior Employment Authorization Card(s) (if any)		
Petitioning Company:		
11. Certificate & Articles of Formation or of Incorporation (if Petitioner is a corporation or LLC)		
12. Share Certificate or Unit Certificate (if Petitioner is a corporation or LLC)		
13. Partnership Agreement (if Petitioner is a partnership)		
14. Assumed Name Certificate (if any)		
15. Copies of Lease Agreement and Assignment of Lease or Deeds		
16. Organizational Chart		
17. Pictures of the Business/Office/Factory		
18. Copies of Bank Statements (last three months)		
19. Copies of Employer's Quarterly Reports (last four quarters)		
20. Copies of Receipts and Invoices (last month)		
21. Copies of Advertisements (if any)		
22. Tax Returns (last three years)		
23. Latest Company Financial Statements (Income Statement/Balance Sheet)		
24. Letter from IRS issuing the EIN to the company or othe official letter from the Government with the EIN		
25. Business Plan or Company Brochure (if any - three copies)		
26. Evidence required for the specific job listed on Appendix 1603.d.1		