



**U.S. Citizenship
and Immigration
Services**

USCIS Field Office – London
Embassy of the United States of America
33 Nine Elms Lane
London SW11 7US
USCIS.london@dhs.gov

Checklist – Petition for Alien Relative (*Spouse*)

THIS CHECKLIST EXPIRES: March 31, 2020 – USCIS Field Office London will not accept I-130's after April 1, 2020

Name of U.S. Citizen Petitioner		Name of Spouse	
Form		Please Note	
<input type="checkbox"/>	Form I-130 - Petition for Alien Relative – (Edition 02/27/2017)	<input type="checkbox"/>	<ul style="list-style-type: none"> Print legibly using block letters. Complete ALL blocks. If not applicable, enter “<i>Not Applicable</i>” or “<i>NA</i>”. Dates must be in Month/Day/Year form; February 25, 2019 should be written as 02/25/2019. United States citizen petitioner must sign and date Part 6 – 6a.
<input type="checkbox"/>	Form I-130A – Supplemental Information for Spouse Beneficiary –(Edition 02/27/2017)	<input type="checkbox"/>	<ul style="list-style-type: none"> Print legibly using block letters. Complete ALL blocks. If not applicable, enter “<i>Not Applicable</i>” or “<i>NA</i>” Dates must be in Month/Day/Year form; February 25, 2019 should be written as 10/17/2019. Foreign spouse must sign and date Part 4 – 6a.
<input type="checkbox"/>	Color Photographs	<input type="checkbox"/>	<ul style="list-style-type: none"> One (1) U.S. passport color photo (2” x 2”) must be submitted for the U.S. citizen petitioner and one for the foreign spouse. <ul style="list-style-type: none"> Photos must be in color with full face, frontal view on a white to off-white background. U.S. citizen should firmly staple his/her photo in the lower right hand corner of the I-130 – Page 1. Foreign spouse should firmly staple his/her photo in the lower right hand corner of the I-130A – Page 1.
<input type="checkbox"/>	G-1145 – E-Notification of Petition Acceptance	<input type="checkbox"/>	Email notification of receipt will only be sent to U.S. citizen petitioner or designated attorney of record.
<input type="checkbox"/>	Required Fee of \$535.00	<input type="checkbox"/>	<ul style="list-style-type: none"> Accepted Forms of Payment <ul style="list-style-type: none"> (1) USCIS Form G-1450 – <i>Authorization for Credit Card Transactions; (even though the form itself indicates that you should not submit this form to a field office, WE DO IN FACT ACCEPT the G-1450)</i> (2) U.S. Cashier’s Check - U.S. Dollar Money Order; or International Bank Draft in U.S. Dollars. <ul style="list-style-type: none"> Payable to: U.S. DEPARTMENT OF HOMELAND SECURITY <i>(must be spelled out exactly as above)</i> Be sure to print name and address of U.S. citizen petitioner on reverse side of check to ensure that if check is inadvertently separated from the I-130 petition, it can be matched up correctly. The following types of payment will not be accepted: <ul style="list-style-type: none"> Cash – Personal Checks – Attorney company checks - Travelers Checks – Debit Cards.



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Supporting Documentation		
<input type="checkbox"/>	Photocopies Only	<input type="checkbox"/> Very Important – Do not send original documents with the petition. Only submit photocopies.
<input type="checkbox"/>	Official Translations	<input type="checkbox"/> Documents in any language other than English must be accompanied by an accurate English translation. The translator must certify that he/she is competent to translate from the foreign language into English and that the translation is complete and accurate.
<input type="checkbox"/>	Proof of United States citizenship	<input type="checkbox"/> The U.S. citizen petitioner must provide a photocopy of one of the following: <ul style="list-style-type: none"> ▪ Valid United States passport – biographic photo page only; ▪ State issued birth certificate; ▪ Certificate of Citizenship or Naturalization Certificate.
<input type="checkbox"/>	Proof of UK Residency	<input type="checkbox"/> The U.S. citizen petitioner must provide a photocopy of one of the following evidence that he/she has permission from the UK government to reside in the UK: <ul style="list-style-type: none"> ▪ Valid United Kingdom Residency Permit/Card; ▪ If dual national, an EU valid passport photo page; or ▪ U.S. Military PCS orders assignment to the UK.
<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/> Provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse. The certificate must indicate that after the marriage ceremony, it was registered or recorded by the county, state, or province where the marriage took place.
<input type="checkbox"/>	Divorce Decree(s) or Death Certificate(s)	<input type="checkbox"/> Provide a divorce decree (absolute or final) or death certificate issued by a public authority to show that a public record exists of the termination of all prior marriage(s). If divorce decree is from the United States, you must provide all pages of the decree including the judge’s signature.
<input type="checkbox"/>	Record of Name Change	<input type="checkbox"/> If either you or the person you are filing for has used a name other than that shown on the relevant documents, you must provide legal documents that effected the change.
<input type="checkbox"/>	Beneficiary’s Foreign Passport photo page	<input type="checkbox"/> Provide a photocopy of the beneficiary’s valid foreign passport photo page.
<input type="checkbox"/>	Provide documentation to support bona fide marriage	<input type="checkbox"/> In addition to the marriage certificate, submit one or more types of documentation listed on the USCIS Form I-130 Instructions, at https://www.uscis.gov/i-130 .
<input type="checkbox"/>	Self-Addressed Stamped Envelope	<input type="checkbox"/> Provide a first-class, self-addressed, stamped envelope – (4.125” x 9.5” / 10.4 cm x 24.1 cm)
<input type="checkbox"/>	Post/Mail your I-130 package to:	USCIS Field Office – London (I-130) <i>Embassy of the United States of America</i> 33 Nine Elms Lane – Box 26 London SW11 7US
<input type="checkbox"/>	I-130 will be rejected if:	<input type="checkbox"/> USC petitioner lists a U.S. Consulate other than London, United Kingdom or fails to complete Part 4 – Items 62a and 62c. <input type="checkbox"/> USC petitioner failed to sign and date Part 6 – Item 6a <input type="checkbox"/> USC petitioner did not provide proof of UK residency <input type="checkbox"/> Incorrect form of payment



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STAPLE ALL OF YOUR DOCUMENTS FIRMLY IN THE FOLLOWING ORDER

- On top** – Checklist for Petition for Alien Spouse
- Payment: USCIS Form G-1450 – Authorization for Credit Card Transactions; Cashier’s Check, US Money Order or International Bank Draft or Money made out to: **U.S. DEPARTMENT OF HOMELAND SECURITY**
- G-28 – Notice of Entry of Appearance as Attorney or Representative (*only if applicable*);
- I-130 – Petition for Alien Relative (*2” x 2” color photo of United States citizen petitioner **stapled** firmly in lower right hand margin on page 1*)
- I-130A – Supplemental Information for Spouse Beneficiary (*2” x 2” color photo of foreign spouse **stapled** firmly in lower right hand margin on page 1*)
- Petitioner’s proof of U.S. Citizenship (**photo page** from U.S. passport, naturalization certificate, birth certificate);
- Petitioner’s proof of residence in the UK (UK Entry Clearance Stamp; **photo page** from EU passport, if dual national; or PCS orders, if U.S. active duty military.
- Beneficiary’s photo page from his/her valid foreign passport
- Legal document for record of name change (*if applicable*)
- Marriage Certificate
- Translated marriage certificate (*if applicable*)
- Divorce decree(s)/death certificate(s) for petitioner’s previous marriages (*if applicable*)
- Translated divorce decree(s)/death certificate(s) for petitioner’s previous marriages (*if applicable*)
- Divorce decree(s)/death certificate(s) for beneficiary’s previous marriages (*if applicable*)
- Translated divorce decree(s)/death certificate(s) for beneficiary’s previous marriages (*if applicable*)
- In addition to the marriage certificate, submit one or more types of documentation listed on the USCIS Form I-130 Instructions, page 7, at www.uscis.gov/I-130.
- G-1145 – e-Notification of Application/Petition Acceptance.
- First class, self-addressed, stamped envelope (*4.125” x 9.5” / 10.4 cm x 24.1 cm*)