

Marvin R. Jeffcoat, LLC, Esq.
Attorney at Law
CLIENT INTAKE FORM



Licensed to practice in CA, Federal Courts in the Central District of CA, District of CT and Northern District of FL Only

(347) 841-4335 jeffcoatm505@aol.com

Date: _____ Referred by: _____

Name: _____ Tel: _____ (cell) (other): _____

Address: _____ Date of Birth: _____

Email: _____ SSN: _____

Nationality: _____ Place of Birth: _____

What Passports/Dual Citizenship Do You Have: _____

Gender: _____ Race/Ethnicity: _____ HT: _____ WT: _____

Eye Color: _____ Hair Color: _____

Immigration History

1. When did you first enter the U.S.? _____ When was the last time? _____

2. How did you enter the last time?

Visa: _____

No papers, but at a check point: _____

Not inspected/other: _____

Do you have Permanent Resident (Green) Card: _____ A-Number: _____

Date You Became a Lawful Permanent Resident: _____

When does your **I-94 Expire**: _____

Travel to the Middle East in The last 10 years: _____

Entry	Exit	Inspected by immigration authorities?	If yes, what status (visa) did you have on entry?	When did authorized stay expire?

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(Make a copy of any visas and I-94s)

4. What problems have brought you here to this office? What do you hope that I can do about those problems?

5. Have you ever been ordered removed or deported from the U.S.? Yes/No

6. Have you ever been in immigration court? Yes/No

7. Have you ever been stopped by immigration officials? Yes/No

If yes to any of the above, please describe

8. Have you ever applied for any immigration benefit? (Examples: Permanent residency, asylum, amnesty, TPS, cancellation, suspension, Family Unity, DACA, visa petition, U visa, T visa, SIJS, or any other immigration benefit). If so, please tell us when and what types of paperwork: _____

What was the result? _____

9. Has any paperwork been filed on your behalf? (Visa petition by family?) Yes/No

Admissibility Issues

10. Have you ever worked without DHS Authorization? Yes/No

11. Have you ever been denied a visa application by a US Embassy or Consulate? Yes/No

12. Have you ever had a petition or application denied by USCIS? Yes/No

13. Ever had a petition of application revoked by USCIS? Yes/No

14. Have you ever been unlawfully present in the US after age 18? Yes/No

15. If so, for how long? _____ Did you ever leave the US? Yes/No

16. Have you ever overstayed and reentered? (10-year bar?) Yes/No

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17. Have you ever been in deportation or removal proceedings?
(If so, when, and how long is the bar?) Yes/No
18. Have you ever been excluded from the US at a port of entry? Yes/No
19. Have you ever been deported or removed from the US? Yes/No
20. Are you eligible for any provisional waiver by having an approved
I-130 or other qualifying petition? Yes/No
21. Do you have any health-related grounds of inadmissibility? Yes/No
22. Have you ever committed any misrepresentation on a prior immigration
application? Yes/No
23. Have you ever used someone else's SSN or name? Yes/No
24. Ever made any false claim to US citizenship on an I-9, job application,
at the port of entry etc.? Yes/No
25. Are you from a country that required special registration pursuant to
NEERS in 2002? Yes/No
26. If so, did you special register? Yes/No
27. Were you issued a Fingerprint Identification Number (FIN)? Yes/No
28. Have you seen/used other lawyers or immigration consultants? Yes/No
29. If so, why are you seeking new counsel? Yes/No

Family

30. Were your parent(s) or your grandparents U.S. citizens? Yes/No

31. What is the Given Name of your Mother's Mother? _____

32. Are you married? Yes/No When and where? _____

Name of spouse, status, date married: _____

Household Income: _____

Name of previous spouse (Spouses Former Spouse), status, and date marriage ended:

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32. Do you have children? Yes/No
 If so, provide the following information:

Children	Date and Place of Birth	Immigration status	In U.S. now?

33. Do you have any other family members in the U.S.? Yes/No

Name	Relation	Immigration status	In U.S. now?

34. Employment in U.S. -- Dates and types of employment, name & address of employer:

Name of Employer	Address of Employer	Type of Employment	Period of Employment	Work authorized?

35. Have you ever had trouble with the police or been arrested in the U.S.? If so when and for what? What sentence did you receive?

36. Do you have any reason to fear going back to your country? Who do you fear and why?

37. Have you ever been a victim of domestic abuse by a spouse, parent or child? Yes/No

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38. Have you ever been threatened or harmed by a spouse, parent or child? Yes/No

If so, did your spouse, parent or child have U.S. citizenship status or lawful permanent residency?

39. Have you ever been the victim of a crime? If so, what crime? Yes/No

If so, did you report it to the police or help with the criminal investigation or prosecution?

40. Did anyone recruit you in your home country to work in the United States? Yes/No
Did you feel forced to work or tricked into working? Yes/No
Were you required to work without pay? (or less pay than allowed or expected)? Yes/No

41. Have you been abandoned, abused, or neglected by a parent? Are you currently under the jurisdiction of a juvenile court (dependency, delinquency or probate guardianship)? Yes/No

42. What Education/Special Skills Do You Have? Yes/No

43. Is there any other information about your background or case that the attorney should know about? Yes/No

DS-160/Visa Specific Questions

44. Do you have a telecode that represents your name?
Telecode Surname ___ ___ ___ ___
Telecode Given Name ___ ___ ___ ___
Have you ever used another name? _____

45. Do you hold or have you held any other nationality other than the one indicated above on nationality? Yes/No Other Country/Region of Origin (Nationality) _____

46. Do you hold a passport for the other Country/Region of Origin (Nationality)? Yes/No
Passport No. _____

47. Are you a permanent resident of a country/region other than your Country/Region of Origin (Nationality) indicated above? Yes/No

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Other Permanent Resident Country/Region _____

National Identification No. _____ Does Not Apply

US Social Security No. _____ Does Not Apply

US Taxpayer ID No. _____ Does Not Apply

48. Travel Information

Purpose of Trip to the US (Visa Class) _____

Application Receipt/Petition No. _____ Does Not Apply

Have you made specific travel plans? Yes/No Intended Length of Stay _____

Date of Arrival in US (Format: DD-MMM-YYYY) ____ / ____ / ____

Arrival Flight (if known) _____

Arrival City _____

Date of Departure from US (Format: DD-MMM-YYYY) ____ / ____ / ____

Departure Flight (if known) _____

Departure City _____

Provide the location you plan to visit in the US _____

Address Where You Will Stay in the US

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Person/Entity Paying for Your Trip _____

Telephone No. _____ Email Address _____

Relationship to you _____

Is the address of the person paying for your trip the same as your home or Mailing address?

Yes/No

Address of Person Paying for Your Trip

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Are other persons traveling with you? Yes/No

Are you traveling as part of a group or organization? Yes/No

Name of Person Traveling With You _____

Relationship to you _____

Have you ever been in the US? Yes/No Length of Stay _____

Date of Arrival in US (Format: DD-MMM-YYYY) ____ / ____ / ____

Date of Departure from US (Format: DD-MMM-YYYY) ____ / ____ / ____

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Did you ever hold a US Driver's License? Yes/No DL No. _____ State _____

Have you ever been issued a US visa? Yes/No Visa No. _____ Do Not Know

Date Last Visa Issued (Format: DD-MMM-YYYY) ____ / ____ / ____

Has your Visa ever been lost or stolen? Yes/No Year Stolen _____ Explanation _____

Has your US Visa ever been cancelled or revoked? Yes/No Explanation _____

Have you ever been refused a US Visa, or been refused admission to the US, or withdrawn your application for admission at the port of entry? Yes/No Explanation _____

Has anyone ever filed an immigrant petition on your behalf with the US Citizenship and Immigration Services? Yes/No Explanation _____

49. Address and Phone Information

Is your mailing address the same as your home address indicated above? Yes/No

Mailing Address

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Primary Phone No. _____ Does Not Apply

Secondary Phone No. _____ Does Not Apply

Work Phone No. _____ Does Not Apply

Have you ever used any other phone number in the last five years? Yes/No

Additional Phone No. _____ Email _____

Have you ever used any other Email in the last five years? Yes/No

Additional Email _____

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Social Media Provider/Platform _____
Social Media Identifier _____

50. Family Information: Relatives

Father's Surname _____ Do Not Know

Father's Given Name _____ Do Not Know

Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____ Do Not Know

Is your father still living? Yes/No Year of Death _____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Is your father in the US? Yes/No Status _____

Mother's Surname _____ Do Not Know

Mother's Given Name _____ Do Not Know

Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____ Do Not Know

Is your mother still living? Yes/No Year of Death _____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Is your mother in the US? Yes/No Status _____

Do you have any immediate relatives, not including parents, in the US? Yes/No

Surname _____

Given Name _____

Relationship to you _____

Relative's Status _____

Spouse's Surname _____

Spouse's Given Name _____

Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Is your spouse in the US? Yes/No Status _____

Date and Place of Marriage (Format: DD-MMM-YYYY) ____ / ____ / ____

City _____

Country/Region _____

Do you have a Fiancé? Yes/No

Fiancé's Surname _____

Fiancé's Given Name _____

Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____

Street Address (Line 1) _____

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Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Is your Fiancé's in the US? Yes/No Status _____
Fiancé's Occupation _____
Do you have a Former Spouse? Yes/No _____
Former Spouse's Surname _____
Fiancé Former Spouse's Given Name _____
Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____
Date of Marriage (Format: DD-MMM-YYYY) ____ / ____ / ____
Date Marriage Ended (Format: DD-MMM-YYYY) ____ / ____ / ____
How Marriage Ended: _____

Country/Region Marriage was Terminated in _____

Do you have a Deceased Spouse? Yes/No _____
Deceased Spouse's Surname _____
Deceased Former Spouse's Given Name _____
Date of Birth (Format: DD-MMM-YYYY) ____ / ____ / ____

Are any of the children listed above traveling with you? Yes/No _____
Are any of the children listed above traveling at a later date to join you? Yes/No _____

Primary Occupation _____
Present Employer or School Name _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Email _____
Start Date (Format: DD-MMM-YYYY) ____ / ____ / ____
Monthly Income in Local Currency _____
Briefly describe your duties: _____

Were you previously employed? Yes/No _____
Employer Name _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Email _____

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Your Job Title _____
Supervisor's Surname _____
Supervisor's Spouse's Given Name _____
Employment Date From (Format: DD-MMM-YYYY) ____ / ____ / ____
Employment Date To (Format: DD-MMM-YYYY) ____ / ____ / ____
Briefly describe your duties: _____

Have you attended any educational institutions at a secondary level? Yes/No
Name of Institution _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Course of Study _____
Date of Attendance From (Format: DD-MMM-YYYY) ____ / ____ / ____
Date of Attendance To (Format: DD-MMM-YYYY) ____ / ____ / ____

Do you belong to a clan or tribe? Yes/No
Clan or Tribe Name _____ Language _____

Have you traveled to any countries/regions within the last five years? Yes/No
Country/Region _____

Have you resided in any country/region for six months or longer since you attained 16 years of age? Yes/No
Country/Region _____

Have you belonged to, contributed to, or worked for any professional, social or charitable organization? Yes/No Organization Name _____

Have you ever been a member of the Taliban? Yes/No Explain _____

Do you have specialized skills or training, such as firearms, explosives, nuclear, biological or chemical experience? Yes/No Explain _____

Have you ever served in the military? Yes/No Name of Country/Region _____

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Branch of Service _____ Rank/Position _____ Military Specialty _____
Date of Service From (Format: DD-MMM-YYYY) ____ / ____ / ____
Date of Service To (Format: DD-MMM-YYYY) ____ / ____ / ____

Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerilla group, or insurgent organization? Yes/No Explain _____

51. Security Background

Do you have a communicable disease of public health significance? (cancroid, gonorrhea, granuloma inguinale, infectious leprosy, lymphogranuloma, venereum, infectious stage syphilis, active tuberculosis, and other diseases as determined by the Department of Health and Human Services) Yes/No Explain _____

Do you have a mental or physical disorder that poses or is likely to pose a threat to the safety or welfare of yourself or others? Yes/No Explain _____

Are you or have you ever been a drug abuser? Yes/No Explain _____

Do you have documentation to establish that you have received vaccinations in accordance with US law? Yes/No Explain _____

Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar action? Yes/No Explain _____

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Have you ever violated, or engaged in a conspiracy to violate, any law relating to controlled substances? Yes/No Explain _____

Are you coming to the US to engage in prostitution or unlawful commercialized vice or have you been engaged in prostitution or procuring prostitutes within the past 10 years? Yes/No Explain _____

Have you ever been involved in, or do you seek to engage in, money laundering? Yes/No Explain _____

Have you ever committed or conspired to commit a human trafficking offense in the US or outside the US? Yes/No Explain _____

Have you ever knowingly aided, abetted, assisted or colluded with an individual who has committed, or conspired to commit a severe human trafficking offense in the US or outside the US? Yes/No Explain _____

Are you the spouse, son, or daughter of an individual who has committed or conspired to commit a human trafficking offense in the US or outside the US and have you within the last five years, knowingly benefited from the trafficking activities? Yes/No Explain _____

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Are you the spouse, son, or daughter of an individual who has been identified by the President of the United States as a person who plays a significant role in a severe form of trafficking in persons and have you, within the last five years, knowingly benefited from the trafficking activities? Yes/No Explain _____

Are you the spouse, son, or daughter of an individual who has violated any controlled substance trafficking law, and have knowingly benefited from the trafficking activities in the past five years? Yes/No Explain _____

Do you seek to engage in espionage, sabotage, export control violations, or any other illegal activity while in the US? Yes/No Explain _____

Do you seek to engage in terrorist activities while in the US or have you ever engaged in terrorist activities? Yes/No Explain _____

Have you ever or do you intend to provide financial assistance or other support to terrorists or terrorist organizations? Yes/No Explain _____

Are you a member or representative of a terrorist organization? Yes/No Explain _____

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Are you the spouse, son, or daughter of an individual who has engaged in terrorist activity, including providing financial assistance or other support to terrorists or terrorist organizations, in the last five years? Yes/No Explain _____

Have you ever ordered, incited, committed, or otherwise participated in genocide? Yes/No Explain _____

Have you ever committed, ordered, incited, assisted, or otherwise participated in torture? Yes/No Explain _____

Have you ever committed, ordered, incited, assisted, or otherwise participated in extrajudicial killings, political killings, or other acts of violence? Yes/No Explain _____

Have you ever engaged in the recruitment or the use of child soldiers? Yes/No Explain _____

Have you, while serving as a government official, been responsible for or directly carried out, at any time, particularly severe violations of religious freedom? Yes/No Explain _____

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Are you a member of or affiliated with the Communist or totalitarian party? Yes/No Explain _____

Have you ever directly or indirectly assisted or supported any of the groups in Columbia known as the Revolutionary Armed Forces of Columbia (FARC), National Liberation Army (ELN), or United Self-Defense Forces of Columbia (AUC)? Yes/No Explain _____

Have you ever through abuse of government or political position converted for personal gain, confiscated, or expropriated property in a foreign nation to which a US national had claim of ownership? Yes/No Explain _____

Are you the spouse, minor child, or agent of an individual who has through abuse of government or political position converted for personal gain, confiscated or expropriated property in a foreign nation to which a US national had claim of ownership? Yes/No Explain _____

Have you ever disclosed or trafficked in confidential US business information obtained in connection with US participation in the Chemical Weapons Convention? Yes/No Explain _____

Are you the spouse, minor child, or agent of an individual who has disclosed or trafficked in in confidential US business information obtained in connection with US participation in the Chemical

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Weapons Convention? Yes/No Explain _____

Have you ever been directly involved in the establishment or enforcement of population controls forcing a woman to undergo an abortion against her free choice or a man or a woman to undergo sterilization against his or her free will? Yes/No Explain _____

Have you ever been directly involved in the coercive transplantation of human organs or bodily tissue? Yes/No Explain _____

Have you ever been the subject of a removal or deportation hearing? Yes/No Explain _____

Have you ever sought to obtain or assist others to obtain a visa, entry into the US, or any other US immigration benefit by fraud or willful misrepresentation or other unlawful means? Yes/No Explain _____

Have you ever failed to attend a hearing or removability or inadmissibility within the last five years? Yes/No Explain _____

Have you ever been unlawfully present, overstayed the amount of time granted by an immigration official or otherwise violated the terms of a US visa? Yes/No Explain _____

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Are you subject to a civil penalty under INA 274C? Yes/No Explain _____

Have you been ordered removed from the US during the last five years? Yes/No Explain _____

Have you been ordered removed from the US for a second time within the last 20 years? Yes/No Explain _____

Have you ever been unlawfully present and ordered removed from the US during the last ten years? Yes/No Explain _____

Have you ever been convicted of an aggravated felony and been ordered removed from the US? Yes/No Explain _____

Have you ever been unlawfully present in the US for more than 180 days (but no more than one year) and have voluntarily departed the US within the last three years? Yes/No Explain _____

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Have you ever been unlawfully present in the US for more than one year in the aggregate at any time during the past ten years? Yes/No Explain _____

Have you ever been removed or departed from any country? Yes/No Explain _____

Have you ever withheld custody of a US citizen child outside the US from a person granted legal custody by a US Court? Yes/No Explain _____

Have you ever voted in the US in violation of any law or regulation? Yes/No Explain _____

Have you ever renounced US citizenship for the purpose of avoiding taxation? Yes/No Explain _____

Are you a former exchange visitor (J) who has not yet fulfilled the two-year foreign residence requirement? Yes/No Explain _____

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Do you seek to enter the US for the purposes of performing skilled or unskilled labor but have not yet been certified by the Secretary of Labor? Yes/No Explain _____

Are you a graduate of a foreign medical school seeking to perform medical services in the US but have not yet passed the National Board of Medical Examiners examination or its equivalent? Yes/No Explain _____

Are you a healthcare worker seeking to perform such work in the US but have not yet received certification from the Commission on Graduates of Foreign Nursing Schools or from an equivalent approved independent credentialing organization? Yes/No Explain _____

Are you permanently ineligible for US citizenship? Yes/No Explain _____

Have you ever departed the US in order to evade military service during a time of war? Yes/No Explain _____

Are you coming to the US to practice polygamy? Yes/No Explain _____

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Has the Secretary of Homeland Security of the US ever determined that you knowingly made a frivolous application for asylum? Yes/No Explain _____

52. E-Visa Business Profile Information Does Not Apply

Name of US Enterprise, Business, or Company _____

Type of Business Enterprise _____

Date and Place Business was Established or Incorporated in the US

Date Incorporated (Format: DD-MMM-YYYY) ____ / ____ / ____

City _____ State _____

Address of Headquarters, Subsidiaries, and Branch Offices of US Enterprise

Type of Office _____

Name of Institution _____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Telephone No. _____ Fax No. _____

Nature of Business

General Trade Exports from US Retail Sales Imports to US

Manufacturing Service/Technology Other (Specify) _____

Describe fully the services, production, or other activity of the Business:

Is there a foreign parent business? Yes/No

Name of Foreign Parent Business _____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Telephone No. _____ Fax No. _____

Are there any Foreign Entities (Corporation, Partnership, etc.) associated with the US business?

Yes/No Name of Foreign Entity _____

Country/Region of Origin (Nationality) _____

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Percent of Ownership _____ %
Are there any Foreign Individual Owners of the US business? Yes/No _____
Surname of Foreign Individual Owner _____
Given Name of Foreign Individual Owner _____
Immigration Status _____ Country/Region of Residence _____
Percent of Ownership _____ %

53. E-Visa Finance and Trade Information

Financial Statement for Most Recent Year: For Year _____ Fiscal Calendar
Total Assets Type Current Cash Historical Cash Total Assets of US Business \$ _____
Total Liabilities \$ _____
Owner's Equity (paid-in capital plus retained earnings; partner's capital accounts in a partnership; and owner's capital account in a sole proprietorship.) \$ _____
Total Annual Operating Income Before Taxes \$ _____
Total Annual Operating Income After Taxes \$ _____

Gross International Trade of the US Enterprise for the Most Recent Year:

For Year _____ Fiscal Calendar Does Not Apply
Imports from Treaty Country to US Business
US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %
Exports from US Business to Treaty Company
US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %
Imports from Third Countries to US Business
US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %
Exports from US Business to Third Countries
US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %
Domestic US Production/Manufacturing
US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %
Total US Dollar Value \$ _____ Number of Transactions _____ Percent of Total _____ %

E-Visa Investment Information Does Not Apply

Type of Investment Creation of new business Purchase of an existing business
 Continuation of an existing business Total start-up costs (in USD) \$ _____

Total Investment from Abroad made in the United States for Most Recent Year: Does Not Apply

For Year _____ Fiscal Calendar
Cash (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____
Inventory (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____
Equipment (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____
Premises (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____

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Other (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____

Total (in USD) Initial Investment: \$ _____ Total cumulative Investment: \$ _____

Source of Investment Capital/Evidence of Possession and Control of Funds in the United States

(provide full documentation) Does Not Apply

Source of Investment _____ Explain _____

Funds from _____ Explain _____

How Much: \$ _____ Documentation: Wire transfer statements Bank Statements

Promissory note Other Explain _____

E-Visa US Personnel Information Does Not Apply

For Year _____ Fiscal Calendar

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
----------------------	-----------------	-----------------

Specialized/Essential	This Year _____	Next Year _____
-----------------------	-----------------	-----------------

All other Employees	This Year _____	Next Year _____
---------------------	-----------------	-----------------

US Citizens and Legal Permanent Resident (LPR) Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
----------------------	-----------------	-----------------

Specialized/Essential	This Year _____	Next Year _____
-----------------------	-----------------	-----------------

All other Employees	This Year _____	Next Year _____
---------------------	-----------------	-----------------

Other (Third Country National) Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
----------------------	-----------------	-----------------

Specialized/Essential	This Year _____	Next Year _____
-----------------------	-----------------	-----------------

All other Employees	This Year _____	Next Year _____
---------------------	-----------------	-----------------

Total Employees

Nationals of treaty country on E,H, and L visas

Managerial/Executive	This Year _____	Next Year _____
----------------------	-----------------	-----------------

Specialized/Essential	This Year _____	Next Year _____
-----------------------	-----------------	-----------------

All other Employees	This Year _____	Next Year _____
---------------------	-----------------	-----------------

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

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Licensed to practice in CA, Federal Courts in the Central District of CA, District of CT and Northern District of FL Only

Name, Position/Title, and Division.

Surname _____
Given Name _____
Position _____
Division _____
Country/Region of Origin (Nationality) _____
US Status of Personnel _____

US Status of Personnel as Nonimmigrant Visa Holder

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname _____
Given Name _____
Position _____
Division _____
Country/Region of Origin (Nationality) _____
US Status of Personnel _____
US Visa Type of Visa Issued _____
Date Visa Was Issued (Format: DD-MMM-YYYY) ____ / ____ / ____
Place Visa was Issued _____

US Status of Personnel as Lawful Permanent Resident (LPR)

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname _____
Given Name _____
Position _____
Division _____
Country/Region of Origin (Nationality) _____
US Status of Personnel _____
A Number _____

US Status of Personnel as Other/I Don't Know

List all personnel of US business who hold executive, managerial, and/or specialist positions by subsidiary/branch office. If aliens, indicate Nonimmigrant visa status or lawful Permanent Resident (LPR) status.

Name, Position/Title, and Division.

Surname _____
Given Name _____
Position _____
Division _____
Country/Region of Origin (Nationality) _____
US Status of Personnel _____
Explain _____

Marvin R. Jeffcoat, LLC, Esq.
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E-Visa: Applicant Present Position Information (E-1 or E-2 Visas) Does Not Apply

Type of Applicant _____

Explain _____

Present Position and Duties (describe in detail): _____

Employer Name _____ Years Present _____

Street Address (Line 1) _____

Street Address (Line 2) _____

City _____ Zip Code _____

Country/Region _____

Highest Level of Education

School _____ Degree _____ Major _____ Year _____

Do you have any other relevant education to report? Yes/No Explain _____

Describe your position in the United States, including title, duties, and immediate subordinates.

Title _____

Duties _____

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Will you have any immediate subordinates in your position in the US? Yes/No Explain _____

Immediate Subordinates

Surname _____
Given Name _____

Annual Salary and Benefits Package
Salary \$ _____ Allowances/Benefits \$ _____ Total \$ _____

Are you replacing a worker already in the United States? Yes/No

Surname _____
Given Name _____

Visa Type of Visa Issued _____
Date Visa Was Issued (Format: DD-MMM-YYYY) ____ / ____ / ____
Country/Region Visa was Issued _____

If Not Replacing Worker

Describe your position in the United States, including title, duties, and immediate subordinates.

Title _____
Duties _____

Will you have any immediate subordinates in your position in the US? Yes/No

Surname _____
Given Name _____
Salary \$ _____ Allowances/Benefits \$ _____ Total \$ _____

Is this an increase in staff? Yes/No

Is this a continuance of an existing employment in the United States? Yes/No

Responsible officer within the business enterprise:

Surname _____
Given Name _____
Surname _____
Position _____

Name and address of person who may be contacted about this application:

Surnames _____
Given Names _____
Street Address (Line 1) _____

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Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Fax No. _____ Email _____

All F, M, and J visa applicants list two non-relative contacts in your country of residence who can verify the information you have provided. Does Not Apply

Surnames _____
Given Names _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Fax No. _____ Email _____

Surnames _____
Given Names _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Fax No. _____ Email _____

SEVIS Information

SEVIS ID _____
Name of School _____
Course of Study _____
Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ State _____ Zip Code _____

All J Visas Does Not Apply

SEVIS ID _____
Program Number __ - __ - _____
Do you intend to study in the US? Yes/No

D/Crew Visa Information

Specific job aboard aircraft or vessel: _____
Name of company that owns aircraft/vessel _____
Company Telephone Number _____
Did you acquire your position using a recruiting/managing/crewing agency? Yes/No
Agency Name _____
Contact Surnames _____
Contact Given Names _____

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Street Address (Line 1) _____
Street Address (Line 2) _____
City _____ Zip Code _____
Country/Region _____
Phone No. _____ Fax No. _____ Email _____
Are you serving aboard a seagoing ship or vessel? Yes/No
Seagoing Ship/Vessel Name _____
Seagoing Ship/Vessel Identification Number _____

Temporary Work Visa Does Not Apply

Where do you intend to Work?

Name of Employer _____

E-Visa Company Registration Number _____ Does Not Apply

US Street Address (Line 1) _____

US Street Address (Line 2) _____

City _____ Zip Code _____

Phone No. _____ Fax No. _____ Email _____



Required Evidence:

Photographs 2" x 2" White background, print name and A-Number on the back.
Photocopy of Permanent Resident Card
Photocopy of your Current Legal Marital Status Document
Documents for Military Personnel or Spouses of Military Personnel

N-400 Interview Documents

Permanent Resident Card
State-Issued Identification
Passports (Expiration Date) and Travel Documents:
I-94 (**Expiration Date**):
Evidence of Your Current Legal Marital Status
Evidence of the Termination of Your Spouse's Prior Marriage(s)
Name Change(s)
Evidence that your spouse has been a U.S. citizen for at least 3 years.
Tax Returns and Overdue Taxes
Birth Certificate

DS-1600 Interview Documents

Passport
Travel itinerary
National ID Number issued by your home country
Dates for the last five trips you took to the U.S.
Employment history
Photographs 2" x 2" White background

K-1 Visa Interview Documents

DS-160 confirmation page
Birth certificate
Police certificates for current country of residence and any country where sponsored fiancé(e) lived for more than 6 months.
Evidence of financial support (the Affidavit of Support may be required)
Proof of relationship with U.S. citizen sponsor
Fee payment
Passport that will remain valid for at least 6 months after your arrival in the United States
Divorce or death certificates of previous spouses (for both fiancé(e)s)
Sealed medical exam.
Two 2x2 photos

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F-1 Visa Documents

A valid passport.

A copy of the photo you will use for your visa.

Printed copies of your DS-160 and I-901 SEVIS payment confirmations.

I-20 form.

School transcript and official test scores cited on your university application.

Diploma (if applicable)

Bank statements or other proof of finances.