

**Marvin R. Jeffcoat, 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

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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?

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

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

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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

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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: \_\_\_\_\_

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What was the result? \_\_\_\_\_

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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

17. Have you ever been in deportation or removal proceedings? Yes/No

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(If so, when, and how long is the bar?)

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. Are you married? Yes/No      When and where? \_\_\_\_\_

Name of spouse, status, date married: \_\_\_\_\_

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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:

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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?

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

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

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?

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

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

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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

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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

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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

**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