

SAMPLE INTAKE/SCREENING FORM

CLIENT'S BIOGRAPHICAL INFORMATION

| | | | | |
|---|--|--|--|---|
| NAME AKA NAMES/ALIASES | COB/NATIONALITY RACE/ETHNICITY | DOB AKA DOBs | A NUMBER SS NUMBER BKG NUMBER (if applicable) | PREFERRED LANGUAGES (in order of preference) |
| | | | | |
| Marital Status | never married / married / separated / divorced / widowed | | Gender | M / F |
| Client's Home Address, Phone Number, and E-mail (or last known if detained or missing) | | If Detained, Detention Center Name, Address, Phone Number | | |
| | | | | |

CLIENT'S IMMIGRATION HISTORY

| | |
|--|--|
| CLIENT'S CURRENT IMMIGRATION STATUS | LPR / visa / undocumented / other: If in status, date client received status: |
|--|--|

| 1ST ENTRY | MANNER OF ENTRY TO U.S. | LIST OF DEPARTURES FROM U.S. | |
|---|--------------------------------|-------------------------------------|--|
| | | Date departed U.S. | |
| | | Manner of departure | |
| | | Date returned to U.S. | |
| LAST ENTRY | MANNER OF ENTRY TO U.S. | Manner of return | |
| | | Date departed U.S. | |
| | | Manner of departure | |
| | | Date returned to U.S. | |
| | | Manner of return | |
| Is client in removal proceedings? | Y/N/? | Date departed U.S. | |
| Have you ever been in any type of proceedings before an immigration judge? | Y/N/? | Manner of departure | |
| | | Date returned to U.S. | |
| Have you ever been ordered removed by an immigration judge? | Y/N/? | Manner of return | |
| Have you ever been granted voluntary departure by an immigration judge? | Y/N/? | Date departed U.S. | |
| | | Manner of departure | |
| | | Date returned to U.S. | |
| Have you ever been returned at the border by officials? | Y/N/? | Manner of return | |
| If so, were you fingerprinted? | Y/N/? | Date departed U.S. | |
| Have you ever made a false claim to U.S. citizenship? | Y/N/? | Manner of departure | |
| | | Date returned to U.S. | |
| | | Manner of return | |

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|---|---|
| If in removal proceedings, list court hearing dates: | If in bond proceedings, list bond hearing dates: |
| 1st MCH: | 1st BND: |
| 2nd MCH: | 2nd BND: |
| 3rd MCH: | 3rd BND: |
| 4th MCH: | 4th BND: |

CLIENT'S FAMILY INFORMATION

| Name | Relationship | Immigration Status | Contact Information Address Phone E-mail |
|-------------|----------------------|---------------------------|---|
| | SPOUSE | | |
| | MOTHER | | |
| | FATHER | | |
| | MATERNAL GRANDMOTHER | | |
| | PATERNAL GRANDMOTHER | | |
| | MATERNAL GRANDFATHER | | |
| | PATERNAL GRANDFATHER | | |
| | CHILD | | |
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| | OTHER | | |
| | OTHER | | |
| | OTHER | | |

POTENTIAL BARS TO RELIEF (NON-EXHAUSTIVE SCREENING)

CLIENT'S CRIMINAL HISTORY

| Have you ever been arrested (if applying for naturalization, include traffic citations): | | Y/N/? |
|--|--|---|
| Arrest Date | Penal Code Section Allegedly Violated Name of Crime Alleged of Committing | Convicted? (Y/N) Plea? (guilty/not guilty/no contest) Sentence? (time sentenced by judge & time served) |
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OTHER POTENTIAL BARS TO RELIEF

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|-----|----|
| Have you ever been accused of or been arrested for being in a gang or any gang-related activity? If yes, when and under what circumstances? | | |
| Have you ever been accused of trafficking drugs or people to the United States? Note potential T Visa implications. If yes, when and under what circumstances? | | |
| Have you ever claimed you are a citizen to the U.S.? If yes, when and under what circumstances? | | |
| Have you ever used false documents? If yes, when and under what circumstances? | | |
| Have you ever been accused or been involved with espionage, terrorism or related activities, or the communist party? If yes, when and under what circumstances? | | |
| Did you fail to register for selective service? If yes, when and under what circumstances? | | |

RELIEF

ASYLUM/WOR/CAT

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|-----|----|
| Are you scared to return to your home country? | | |
| Has anyone physically hurt you in your home country? | | |
| Has anyone physically hurt any friends or family in your home country? | | |
| Why are you scared to return to your home country? What would happen if you had to return to your home country? NOTES | | |
| | | |

U VISA

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Have you ever been the victim of a crime in the U.S.? | | |
| Has anyone ever physically hurt you since you have been living in the United States? | | |
| Has any of your family members ever been the victim of a crime or physically hurt while in the U.S.? | | |
| If any of the above, was a police report filed? | | |
| If any of the above and a police report was not filed, are you willing to cooperate in the investigation of the crime? | | |
| NOTES | | |

T VISA

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Did you travel to the United States with a guide or a coyote? | | |
| Did the guide or coyote ever mistreat you or force you to work? | | |
| Have you ever been forced to work or commit sexual acts against your will? | | |
| NOTES | | |

S VISA

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Do you have information related to terrorism or organized crime? | | |
| Is a federal or state law enforcement authority willing to help you pursue immigration relief? | | |
| NOTES | | |

VAWA Self-Petition or Cancellation

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Have you been abused or mistreated by your parent, spouse, or adult child? | | |
| Is your parent or spouse a USC or LPR? If abused by an adult child, is that adult child a USC? | | |
| Has your USC or LPR spouse abused your child? (self-petition) | | |
| Has your parent or child been abused by a USC or LPR? (cancellation) | | |
| NOTES | | |

TPS / NACARA / HRIFA

| Preliminary questions to flag relief. More research needed. | YES | NO |
|---|------------|-----------|
| Are you a national of a country that has been designated for TPS? | | |
| Do you meet the TPS entry and registration requirements? | | |
| Are you from El Salvador, Guatemala, or the former Soviet Bloc and do you meet the NACARA requirements? | | |
| Are you from Haiti? | | |
| NOTES | | |

U.S. CITIZENSHIP

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Were you born in the United States? | | |
| Are you any of your parents or grandparents USCs or were any of them born in the U.S.? | | |
| Will you need a disability exemption waiver or other type of accommodation? | | |
| NOTES | | |

FAMILY PETITION / ADJUSTMENT OF STATUS / READJUSTMENT OF STATUS

| Preliminary questions to flag relief. More research needed. Refer to family chart for family's immigration status. | YES | NO |
|---|------------|--------------|
| Do you have a qualifying family member who is a USC or LPR? | | |
| Do you have an immediate relative (spouse, parent, or adult child) relative who could petition for you right now? | | |
| Did you enter the United States lawfully? | | |
| Do you have a visa petition pending based on family or employment? | | |
| If so, when did your family member or employer petition for you? | | Date: |
| NOTES | | |

LPR CANCELLATION

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Have you been convicted of an aggravated felony? | | |
| Have you ever been granted cancellation of removal, suspension of deportation, or 212(c) before? | | |
| Have you been an LPR for five years? | | |
| Have you continuously resided in the U.S. for seven years after being lawfully admitted and before becoming inadmissible or service of the NTA (whichever came first)? | | |
| NOTES | | |

NLPR CANCELLATION

| Preliminary questions to flag relief. More research needed. | YES | NO |
|---|------------|-----------|
| Have you been convicted of a crime that disqualifies you? | | |
| Have you lived in the U.S. for 10 years? | | |
| Do you have a USC or LPR spouse who will suffer exception, unusual hardship you are deported? | | |
| NOTES | | |

212(C)

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Have you been convicted of an aggravated felony or other deportable offense before April 24, 1996? | | |
| Are you deportable based on conviction(s) that occurred after April 24, 1996? | | |
| NOTES | | |

REGISTRY

| Preliminary questions to flag relief. More research needed. | YES | NO |
|---|------------|-----------|
| Have you continuously resided in the U.S. since January 1, 1972? | | |
| Have you done anything or committed any crimes that would disqualify you? | | |
| NOTES | | |

SIJS (CLIENTS COULD ONLY QUALIFY IF UNDER 21)

| Preliminary questions to flag relief. More research needed. | MOM | DAD |
|---|------------|------------|
| Who were you living with before you were detained? | YES / NO | YES / NO |
| Who did you live with in your home country? | YES / NO | YES / NO |
| How was your relationship with your parents? | | |
| Did your mom and dad ever hit you? | YES / NO | YES / NO |
| Did your mom and dad ever use drugs or alcohol? | YES / NO | YES / NO |
| Were you ever scared of your mom or dad? | YES / NO | YES / NO |
| Did your mom and dad financially support you? | YES / NO | YES / NO |
| Were you enrolled in school in your home country right before you left? | YES / NO | YES / NO |
| If you were not enrolled in school right before you left your home country, at what age did you leave school? Why did you leave school? | | |

DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) [Note new requirements for expanded DACA (“exDACA”)]

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Have you lived in the U.S. continuously since June 15, 2007? (Note, exDACA requires continuous presence since Jan, 1,2010) | | |
| Were you under age 31 as of June 15, 2012? (Note, not a bar to eligibility under exDACA) | | |
| Did you come to the U.S. before age 16? | | |
| Are you over age 15? | | |
| Are you in school, completed high school/GED? | | |
| Have you ever been convicted of a crime? If yes, see criminal history section above and get criminal documents. | | |
| NOTES | | |

VOLUNTARY DEPARTURE (PRE CONCLUSION / POST CONCLUSION)

| Preliminary questions to flag relief. More research needed. | YES | NO |
|---|------------|-----------|
| Do you have a passport or travel document to return to your home country? | | |
| If you had to return to your home country, would you have the money to pay for your travel? | | |
| Are you deportable under aggravated felony or terrorist grounds? | | |
| Can you establish five years of good moral character? (post conclusion VD only) | | |
| Have you been present in U.S. for at least one year before removal proceedings began? (post conclusion VD only) | | |
| Can you post a bond? (post conclusion VD only) | | |
| NOTES | | |

EMPLOYMENT/OTHER

| Preliminary questions to flag relief. More research needed. | YES | NO |
|--|------------|-----------|
| Do you have a job skill or special talent that might qualify you for an employment-based visa? | | |
| Do you have an employer who may be willing to assist you with an employment-based visa? | | |
| Do you have a spouse, parent, or child who is in active duty in the U.S. armed force? If so, list family members: | | |
| NOTES | | |

CLIENT'S MEDICAL HISTORY & OTHER HUMANITARIAN FACTORS

| | |
|---|-------|
| Have you ever been hospitalized for a significant medical or mental health condition? If so, what conditions have you had? Name and dates of hospital/institution(s): | Y/N/? |
| Have you ever been prescribed medication for anything or are you currently taking any medication? If so, what medications have you been prescribed and when? Name and dates of medication(a): | Y/N/? |
| Are you seeing a psychologist, psychiatrist, or therapist? If so, who are you seeing? | Y/N/? |
| Have you ever seen a psychologist, psychiatrist, or therapist in the past? If so, who have you seen? Name (s): Contact info: Dates seen: | Y/N/? |
| Have you had a social worker or caseworker? If so, who? Name(s): Contact info: Dates seen: | Y/N/? |
| Other humanitarian factors? (E.g. pregnant, nursing, family members with significant mental/physical health issues, etc.): | |

OTHER NOTES/NEXT STEPS

| | Action Plan: |
|--|---------------------|
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