

**APPLICATION FOR PAROLE IN PLACE FOR SPOUSE/STEPCHILD OF U.S. CITIZEN
CHECKLIST OF DOCUMENTS**

This document can be used to help prospective clients gather the necessary documentation required for applications for the parole in place (PIP) program for spouses and stepchildren of U.S. citizens. We recommend sending prospective clients this form after screening for initial eligibility using CLINIC's screening tool. However, this template can be modified to meet the needs of your agency. This document will be updated as we receive more information about the program and application requirements.

- Proof of Identity:**
 - Passport-identity page
 - Valid government-issued driver's license or identification
 - USCIS work permit (Employment Authorization Document or "EAD")
 - Birth certificate with photo identification
 - Any government-issued document containing your name, date of birth, and photo
 - Any national identify document including your photo
 - Any school-issued form of identification with your photo

- For spouses**, evidence to demonstrate you have been continuously present in the United States since at least **June 17, 2014**:
 - The following is a non-exhaustive list of examples:
 - Any immigration documentation, such as Form I-862, Notice to Appear
 - Deeds, mortgage statements, or rental agreement contracts
 - Rent receipts
 - Utility bills or other installment or recurring payments
 - School records (letters, report cards, attendance records, etc.)
 - Hospital or medical records
 - Employment records
 - Attestations to physical presence by religious entities, unions, or other civic or community organizations, identifying you by name
 - Official records from a religious entity confirming participation in a religious ceremony
 - Money order receipts for money sent into or out of the United States
 - Birth certificates for children born in the United States
 - Bank, credit card, or loan statements showing dated transactions
 - Automobile license receipts, title, or registration
 - Insurance policies
 - Internal Revenue Service (IRS) tax transcripts or returns
 - If you left the United States after June 17, 2014, evidence to demonstrate the absence was brief, casual, innocent, and occurred before Nov. 1, 2020
 - List of addresses, including dates of residence, since June 17, 2014

- Any other document that shows you maintained continuous physical presence in the United States from June 17, 2014, until present
- **For stepchildren**, evidence to demonstrate you were physically present in the United States on or before **June 17, 2024**, and have been continuously present since that date:
 - The following is a non-exhaustive list of examples:
 - School records (letters, report cards, attendance records, etc.)
 - Hospital or medical records
 - Employment records
 - Attestations of residence by religious entities, unions, or other civic or community organizations, identifying you by name
 - Official records from a religious entity confirming participation in a religious ceremony
 - Bank statements showing dated transactions
 - Automobile license receipts, title, or registration
 - Insurance policies
 - Internal Revenue Service (IRS) tax transcripts or
 - List of addresses, including dates of residence, since June 17, 2014
 - Any other document that shows were present June 17, 2024, and you maintained continuous physical presence in the U.S. since that date
- **For spouses**, evidence to demonstrate marriage to a U.S. citizen spouse as of **June 17, 2024**:
 - Marriage certificate
 - Divorce decree, annulment decree, or decree of dissolution of marriage, if previously married
 - Evidence demonstrating common law marriage, if applicable, including
 - You live in a jurisdiction that recognizes common law marriages
 - Copy of the statute, regulation, or case law that states the requirements in that jurisdiction for establishing a common law marriage
 - You meet the qualifications for common law marriage for that jurisdiction
 - The marriage is valid and recognized by the jurisdiction in which the marriage was established
 - The marriage was established on or before June 17, 2024
 - Death certificate of your U.S. citizen spouse, if applicable
 - Evidence of spouse's U.S. citizenship:
 - The biographical page of spouse's U.S. passport
 - Spouse's birth certificate, if born in the United States
 - Spouse's Certificate of Naturalization
 - Spouse's Certificate of Citizenship
 - Spouse's Form FS-240, Consular Report of Birth Abroad
- **For stepchildren**, evidence to demonstrate relationship with U.S. citizen stepparent as of **June 17, 2024**:
 - Evidence to demonstrate marriage between parent and U.S. citizen
 - Divorce decree/decree of dissolution of any prior marriages of parent, if applicable
 - Death certificate of your U.S. citizen stepparent or non-citizen parent, if applicable

- Birth certificate containing your non-citizen parent's name and indicating you were under 18 years of age on date of marriage
- Evidence of stepparent's U.S. citizenship:
 - Biographical page of stepparent's U.S. passport
 - Stepparent's birth certificate, if born in the United States
 - Stepparent's Certificate of Naturalization
 - Stepparent's Certificate of Citizenship
 - Stepparent's Form FS-240, Consular Report of Birth Abroad

- No disqualifying criminal history:
 - Certified police and court records of all criminal charges, arrests, or convictions regardless of final disposition, including, but not limited to, arrests that did not result in charges or convictions, charges that were dismissed, and convictions that were dismissed, expunged, vacated, pardoned, deferred, annulled, invalidated, withheld, or sealed, if applicable
 - Information or documents related to pending criminal charges
 - Juvenile delinquency adjudications
 - Detailed statement explaining the circumstances of the conviction, any mitigating factors, and any positive factors you want USCIS to consider, if applicable, including
 - Age of conviction(s) (remoteness in time)
 - Age at the time of offense and conviction, including whether you were a juvenile at the time of the offense
 - Sentence or penalty imposed
 - Evidence of subsequent rehabilitation
 - Nature of the conviction, including whether conduct was non-violent
 - Whether the conviction was an isolated offense when considered against the rest of your history, if any (including consideration of whether multiple convictions were on the same date and arose out of the same conduct)
 - Existence of a mental or physical condition that may have contributed to the criminal conduct
 - Your vulnerability, including any physical or mental condition requiring treatment or care in the United States
 - Your status as a victim of criminal activity, including domestic violence, particularly if related to the criminal conduct at issue
 - Your or your U.S. citizen relative's status as a current or former member of the U.S. military
 - Your status as the primary caregiver for a U.S. citizen child or elderly U.S. citizen parent or in-law
 - Your good character, such as property ties, business ties, or value and service to the community

- Evidence of favorable discretionary factors:
 - Payment of federal and state taxes
 - FBI report of no arrests
 - State/local police report of no arrests
 - Payment of child support
 - Membership in local church

- Family and community ties in the United States
 - Property or business ties to the United States
 - Community service
 - Length of presence in the United States
 - Stable employment
 - Status as the primary caregiver for a U.S. citizen child or elderly parent or in-law
 - Status as caregiver for an individual with disabilities, including U.S. citizen children, in-laws, or siblings
 - Taking care of elderly/sick parent/other hardship if adverse decision
 - Request or U.S. citizen's status as a current or former member of the U.S. military
 - Physical or mental condition requiring care or treatment in the U.S.
 - Status as a victim or witness to a crime or civil rights violation, or labor rights violation under investigation by a labor agency
 - Impact on family members, including U.S. citizens and lawful permanent residents
 - Vulnerability related to advanced or young age
 - Mitigating factors that relate to criminal conduct or prior removal order
- Evidence you are present in the United States, including evidence you are present without admission or parole, if available:
- Immigration Court documents, including, but not limited to, Notice to Appear, Order of Removal, and Voluntary Departure
 - Form I-130, Petition for Alien Relative, and I-797 Receipt Notice, if applicable
 - Form I-601A, Application for Provisional Unlawful Presence Waiver, and I-797 Receipt Notice, if applicable
 - Form I-360, Petition for Widow, and I-797 Receipt Notice, if applicable
 - If you have TPS and an approved Form I-512T, Authorization for Travel, evidence showing you did not depart and return to the U.S.
 - If you have an approved Form I-131, Application for Travel Document, evidence showing you did not depart and return to the U.S.
- Credit Card or U.S. bank information
- The filing fee is \$580, including biometrics. There is no fee waiver availability.

ONCE YOU HAVE GATHERED THE ABOVE DOCUMENTS, PLEASE CALL OUR AGENCY TO SCHEDULE A CONSULTATION APPOINTMENT. PLEASE BRING ALL DOCUMENTS WITH YOU TO THE CONSULTATION APPOINTMENT.

DISCLAIMERS: All information and fees, including USCIS fees, are subject to change. Receipt of this list does not guarantee that our agency will prepare your application for parole or that your case will be granted. Our agency reserves the right to request additional documents if necessary for your case. If our agency agrees to represent you and establish an ongoing practitioner-client relationship, and you agree to contract with our agency, you and a representative of our agency will sign a "Client Service Agreement" that sets forth terms and conditions of that relationship, including scope of services and fees.