

Welcome to Selah Wyche, P.C.!

Please fill out the following form to the BEST of your ability, and answer the questions honestly and truthfully for the fastest response and accurate price quote. Certain sections may not be relevant to you, and if that is the case simply write N/A. If you feel uncomfortable answering any questions on this form and would like to wait for a phone or in-person interview, you may put a star (\*) next to the question. You may handwrite the answers and scan them via email or physical mail (with tracking) to the following address:

All forms must be signed and dated electronically or by hand.

## **INTENDING IMMIGRANT / NON-IMMIGRANT /ALIEN INTAKE INFORMATION**

### **FORM**

#### **I. CONTACT INFORMATION**

1. Full Name
2. Are you know by any other names? If so, what?
3. Current legal status
4. Country of citizenship
5. Current Address:
6. Current Email:
7. Current Phone Number (Mobile Preferred), If not available please provide landline number:
8. Are you able to receive text messages at your Mobile Number?
9. Current Name and Phone Number of Emergency Contact:

#### **II. BIOGRAPHICAL INFORMATION**

10. Are you married? If so, include date and location of marriage and their current legal status.

11. Have you ever been divorced? If so, include names of prior spouses, date and location of marriage, and date and location of divorce.

12. What are the names, locations, birthdays of your parents?

13. What is your highest level of education completed, and did you receive a Certificate or Degree, and if so what?

14. Are you currently employed? What is your employment position?

- What is the name and address of your employer?

15. Do you have any children / step-children , if so, include names, birthdays, current location, and legal status?

16. What is the legal status of your parents and siblings?

17. Do you have an A-number? If so, please provide:

18. Have you ever been issued a social security number, or an ITIN number?

19. Do you have a physical or mental disability? If so, what?

### III. IMMIGRATION RELIEF

20. What relief / assistance are you seeking? You may refer to the Client Intake Form located on the website at (INSERT) Form or state in your own words.

21. If you have a Sponsor / Petitioner who will be filing for you, what is the nature of your relationship to them? ((family based --- marriage, parent, child, sibling), employment, asylum, refugee, etc.)

a. If family based---is adoption involved? If yes:

- Was there a lawyer involved with your adoption? What was the date of the adoption? Are you compliant with the Hague Adoption Law?
- If family based---is the beneficiary a step-child, and if so how old is the child?

b. If employment based---Where are you employed, how long have you been employed and what is your education level?

22. Have you ever been denied a visa to the U.S.? If so where, when and what was the reason of denial.

23. Has anyone ever filed a petition for you with immigration or you have ever filed an application with immigration?, If yes, when, where, and what was the outcome.

24. Have you ever been arrested and/or charged with a crime and/or been in criminal proceedings in the U.S. or in any other country? If so, what was the nature of the charge and when, where, and what was the outcome?

25. Have you ever been in Immigration Court or had contact with C.B.P, (Customs and Border Patrol), or I.C.E. (Immigration and Customs Enforcement) ? If so, when, where, and what was the outcome?
26. Have you ever taken voluntary departure, and/ or been ordered removed and/or deported? If so, when, where, and what was the outcome?
27. Have you ever re-entered the U.S. without going through customs after taking voluntary departure and/or being ordered removed and/or deported?
28. If you were ordered removed or deported, do you know if the Order was issued in absentia (without your knowledge of the hearing and/or your presence in Court).
29. Do you have any pending applications of petitions filed with Immigration? If so, what is your priority date and the current status?
- Have you moved since you filed your petition or application? If so, have you filed a change of address?
30. Are you fluent in English?
- a. If not, do you have your own translator for communication with the law firm, and/or translation of documents?
  - b. If not, would you like assistance obtaining a translator for communication and evidence?
31. What is your native language?
- a. Is there a specific country or dialect of your native language?
  - b. Is your language only communicated orally?

c. Are you fluent in any other languages? \*\*\***Only include languages in which you are FLUENT in speech, reading, and writing (unless your language is only orally spoken) and if you meet one at least of the following:\*\*\***

- You are bilingual from childhood, *and/or*;
- You have studied the language for at least 8 (eight) years in a higher education / college university setting, *and/or*;
- You have a Certificate of Language, Bachelor's degree / Master's degree or equivalent in the language by an accredited University or Language School; *and/or*
- You lived in a country for at least two (2) years where the language is a national or dominant language and your native language was obsolete or not dominantly spoken.

#### INFORMATION REQUIRED FOR PAYMENT PLANS, SPONSOR REQUIRED

32. You and your Sponsor's Current salary/wages:

33. Have you and your Sponsor filed Federal Taxes for 2018 and/or 2019, and if so, what was the **adjusted gross income**?

34. What is the amount earned on your 1099 or W-2 for you and your Sponsor?

35. Do you and your sponsor have a valid checking account and debit/credit card?

36. Will you need a fee waiver for government filing fees?

37. Do you need **pro bono** legal assistance? **Pro bono** means that an attorney or law firm will represent you and you may either pay zero or minimal legal/costs fee. In the event that this firm cannot take your case pro bono, we will try to refer you to another firm but we will not be responsible for your case. You may also contact ( )

**ASYLUM, WITHHOLDING OF REMOVAL, C.A.T. (CONVENTION AGAINST TORTURE) VAWA (VIOLENCE AGAINST WOMEN (ANY GENDER) ACT, U-VISA**

## **(VICTIMS OF CRIMES) T-VISA (TRAFFICKING VICTIMS), AND DETAINED CLIENTS**

38. Are you, and/or you family member, a victim of forced genital mutilation or circumcision?
39. Are you currently or have you ever been forced into a marriage against your will?
40. Have you been abused physically or mentally by a domestic partner, spouse, parent, or child? If so, what is their status and what and when was the nature of the abuse?
41. Do you consider yourself transgender, bisexual or homosexual? And if so, is your gender or sexual orientation a punishable offense by law in your country?
42. Are you a member of a political party? If so, what is the name of your political party and when did you become a member and did you have a specific role / position in your political party?
43. Are you a member of a tribe? If so, what is the name of your tribe?
44. Are you religious and if so what religion are you?
45. Is your country suffering from gang violence or terrorism? If so, how?
46. Have you, a family member, or friend ever been physically abused, detained, or tortured, because you answered YES to questions ( )
47. Do you have any pending deadlines with Immigration and/ or Courts and if so what date?
48. Have you ever had to post bail or bond with the Criminal and/or Immigration? If so when, how much, and what was the nature of the charge?
49. Are you (your friend or family member) currently detained? If so, where are they detained, when were they detained and what is the reason for detainment?

### **Sponsor information**

1. Name of Sponsor/Petitioner
2. Current Address:
3. Current Email:
4. Current Phone Number (Mobile Preferred), If not available please provide landline number:
5. Are you able to receive text messages at your Mobile Number?
6. Current Name and Phone Number of Emergency Contact:
  
7. Country of Citizenship
8. What relief / assistance are you seeking? You may refer to the Client Intake located on the website at (INSERT) Form or state in your own words.
9. Date and location of Birth / Naturalization / or Legal Permanent Residency in the U.S.
10. If you are Naturalized or are a Permanent Resident what was the basis? ((family based --- marriage, parent, child, sibling), employment, asylum, refugee, etc.)
11. What is the nature of your relationship to the Beneficiary? ((family based --- marriage, parent, child, sibling), employment, asylum, refugee, etc.)
12. If family based---is the beneficiary adopted? And if so, what was the date of the adoption? Are you compliant with the Hague Adoption Law?
13. If family based---is the beneficiary a step-child, and if so how old is the child?
14. Are you married? If so, include date and location of marriage
15. Have you ever been divorced? If so, include names of prior spouses, date and location of marriage, and date and location of divorce.
16. What are the names and birthdays of your parents?
17. What is your highest level of education completed?
18. Current salary/wages
19. Have you filed taxes for 2018, what was your adjusted gross income

**20.** Any children, if so, include names, birthdays, location