

Deferred Action for Childhood Arrivals (DACA) Attorney Review Sheet

****DO NOT MAIL THIS FORM WITH YOUR APPLICATION****

Attorney Name: _____ Date: _____

☐

Your file appears to be complete.
See the reverse page for instructions on how to file.

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WARNING / AVISO Your file is not complete.

This file is missing the following:

_____ Money Order \$465.00 to the U.S. Department of Homeland Security

_____ Two (2) Passport Photos

_____ Other:

_____ We recommend you add:

Once you include these items, see the next page for instructions on how to file.

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We recommend you attend another clinic or consult with an attorney for further review before filing.

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You DO NOT need to attend another clinic. Mail your application once you add the missing or additional items.

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(See reverse page for instructions on how to file.)

FILING YOUR APPLICATION

When your application is complete you should:

- Make a copy of your *entire* application, including all supporting documents and money order, for your records. **You will need this copy if you renew your DACA.**
- Send photocopies of supporting documents but send original signed application forms.
- We recommend that you highlight your name and all dates on supporting documents.
- We recommend that you keep your supporting documents organized in a chronological order.
- We recommend that you send the entire package **certified mail/return receipt requested** so that you can track it.

Keep your application packet assembled in this order:

1. Cover letter to USCIS
2. G-1145 (request to be notified via e-mail) - this form is OPTIONAL
3. I-821D (DACA application)
4. Two (2) passport-style photographs.
Write your name and date of birth (or A number, if you have one) in pencil on the back of your photos and staple the photographs to the I-765 form. You may also place the photos in a small envelope and staple the envelope with the photos to the I-765 form.
5. Money Order: in the amount of \$465 made out to the "U.S. Department of Homeland Security." Staple the money order to the I-765 form. Be sure and **include your full name and date of birth on the money order** in case it is misplaced by USCIS.
6. I-765 (application for work permit)
7. I-765WS (economic need)
8. Supporting Documents (in the order listed on your Cover Letter to USCIS)

Send your application (certified mail/return receipt requested) to:
(Do not send via fed-ex or UPS to this address)

USCIS Dallas Lockbox Facility
P.O. Box 660045
Dallas, TX 75266-0045