

VOLUNTEER CHECKLIST FOR APPLICATION STATION



Applicant's Name: _____

Date: _____

Volunteer's Name: _____

Clinic Flow: (1) Check-in, (2) Intake, (3) Translations, (3) Application, (3) Attorney Review, (4) Check-out

- ___ 1. **Statement of Understanding.** Explain to applicant and signed by applicant. (If under 18, both applicant and a parent signed)
- ___ 1. **Clinic Flow.** Explain to applicant he/she MUST go to Attorney Review and then Check Out before leaving. Remind applicant to retrieve his/her birth certificate from the translation station (if it is being translated – only for applicants without a passport or consular ID)
- ___ 1. **Intake Form.** Review and verify with applicant that all information is correct.
- ___ 1. **Form G-1145.** Complete form G-1145 Notification of Application/Petition Acceptance if applicant desires to receive text or email notifications from USCIS. (Note: Applicant will still receive notice via regular mail.) This form is *OPTIONAL*.
- ___ 1. **Form I-821D.** Complete Form I-821D Consideration of Deferred Action for Childhood Arrivals.

Initial Applications:

- Complete all Parts of the Application.
- Part 2 – List all addresses since initial entry to USA. Check for gaps in addresses. Check for discrepancies in addresses on supporting documents.

Renewal Applications:

- Complete all Parts of the Application, except where indicated “For Initial Requests Only”.
- Part 1, item 2 – Don’t forget to note the expiration date shown on applicant’s work permit.
- Part 1, item 6 – Enter the A number shown on applicant’s work permit as “USCIS number”.
- Part 2 – List **ONLY** current address and addresses where applicant has lived since the prior DACA application was submitted.

ALL Applications:

- Part 1, item 3 – Full legal name – Use the name listed on applicant’s identity document.
- Part 1, item 14 – Other names used – List variations of applicant’s name used (*i.e., if ID shows two last names, but school records only show one last name, list that one last name in box 14.a.*)
- Part 4 – Raise a RED FLAG if the answer to any of these questions is “Yes”.
- Part 6 – Fill in interpreter information and have interpreter sign (if interpreter was used).
- Part 7 – Fill in your name as preparer and sign.
- Part 8 – Make sure applicant’s name and A number (if any) are filled in. Make sure applicant signs and dates item 6.

THIS CHECKLIST IS A TWO-PAGE DOCUMENT - TURN OVER FOR ADDITIONAL ITEMS

1. **Form I-765.** Complete Form I-765 Application for Employment Authorization.
- Make sure to check the “I am applying for” box at the top of the page:
 - For Initial applications: Permission to accept employment
 - For Renewal applications: Renewal of my permission to accept employment
 - Item 16 – Current immigration status:
 - For Initial applications (and renewals if DACA already expired): “DACA Applicant”
 - For Renewal applications (if DACA has not expired yet): “DACA Recipient”
 - Verify all information with the applicant
 - Make sure applicant and preparer sign
1. **Form I-765WS.** Complete Form I-765WS Worksheet. Current income is the applicant’s income only – not their parent’s income. Use the I-765 expenses guide to calculate expenses.
1. **Sort and Compile Documents.**

Initial Applications:

- USCIS cover letter (line through “G-1145” and “Other supporting docs” if none included)
- G-1145
- I-821D
- Money order (\$465 payable to “U.S. Department of Homeland Security”)
- Two (2) passport size photographs
- I-765
- I-765 WS
- Proof of Identity and Age (passport; consular ID; or birth certificate plus photo ID)
- Proof of Education (school transcript or records, diploma, GED or college documents)
- Proof of Entry before 16th birthday and Continuous Residence since June 15, 2007 (in reverse chronological order)
- Evidence of Presence on June 15, 2012
- Evidence of Unlawful Status on June 15, 2012 (only if entered on an visa: visa expiration, I-94, deportation order)
- Criminal Documents (if applicant has had an arrests/convictions)
- Positive Discretionary Documents (if applicant has criminal issues: awards, support letters, etc)

* Raise **RED FLAG** if supporting documents show a social security number *

Renewal Applications:

- USCIS cover letter (line through “G-1145” and “Other supporting docs” if none included)
- G-1145
- I-821D
- Money order (\$465 payable to “U.S. Department of Homeland Security”)
- Two (2) passport size photographs
- I-765
- I-765 WS
- Evidence of prior DACA approval (copy – front and back – of DACA work permit)
- Criminal Documents (if applicant has had an arrests/convictions since previous DACA application)
- Positive Discretionary Documents (if applicant has criminal issues since previous DACA application: awards, support letters, etc)

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- ____ 1. **Send Applicant to ATTORNEY REVIEW.** Make sure applicant signs up for Attorney Review and show applicant where he/she should wait until an attorney is available.

DO NOT KEEP APPLICANT'S DOCUMENTS. All documents should remain with the applicant in his/her Applicant Packet folder throughout the clinic.

(We will collect the Statement of Understanding, Volunteer Checklist, and Intake Form at check-out.)

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