I-130 PETITION CHECKLIST

Embassy of the United States of America
Immigrant visa unit
https://jp.usembassy.gov/visas/#IV

Terminology:

- Petitioner = U.S. Citizen
- A Noncitizen Relative = Beneficiary/Visa Applicant

NOTES:

- U.S. citizen petitioners must come in person to submit all forms and supporting documents in the order listed below. Beneficiary does not come in for this interview.
- **ALL** supporting documents including passport and photo ID **must be ORIGINALS** (bearing an original seal, stamp or signature of the office of record), **plus one photocopy of each for every beneficiary**. (The Embassy does not provide copying service.)
- **English translations** of all foreign language documents are required. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct. The translator must certify that he/she is competent to translate the foreign language into English.
- USCIS does not authorize the Department of State to accept a local filing abroad if the petitioner has already filed a Form I-130 domestically for the same beneficiary. If exigent circumstances exist, the petitioner should request expedited processing for the electronic or domestically filed petition.

All Original Documents, including passports (petitioner & beneficiary) must be accompanied by photocopies if you wish your original documents to be returned to you.

Print out the checklist to prepare the documents in the order below:

☐	**Fee:** The Filing Fee must be paid only by **Postal Money Order** before your interview. **Note:** • Print your name and address and make the money order payable to: "U.S. DEPARTMENT OF STATE" (see sample below) • This is ONLY required if filing I-130 petition at Military Outreach on base
☐	**Evidence of Active Duty/Diplomatic Status** • Petitioner's current military/government order to Japan (If you are not active-duty military members or diplomat, please submit a proof of job relocation order, job offer, or emergency situation.)
☐	**Photos (2" ×2" COLOR PHOTO ON WHITE BACKGROUND WITH NO EYEGLASSES)** • Two photos – one from **petitioner** and one from **beneficiary**, both taken within 30 days of filing I-130, **per petition**
☐	**Proof of U.S. Citizenship (Bring one of the below for the petitioner who is a U.S. citizen)** • Original Birth Certificate (or Original Consular Report of Birth Abroad) • Original Unexpired U.S. passport • Original naturalization certificate • Certificate of Citizenship
☐	**Photo ID (Bring one of the below for U.S. citizen Petitioner)** • A copy of a U.S. passport • A U.S. military ID card or other photo identification for petitioner, if birth certificate, naturalization certificate, or certificate of citizenship is submitted as proof of citizenship.

☐	**Beneficiary's Passport:** • If non-Japanese, present all previous passports for the beneficiary. Also, please provide a copy of passport pages including the picture ID page, U.S. visas, other foreign visas and SOFA stamp, if any.
☐	**Form I-130:** Do **not** fill out the I-130 online by creating a USCIS account via https://myaccount.uscis.gov/ • Download Form I-130 . Each beneficiary including child(ren) needs Form I-130.
☐	**G-1145 (Optional)**
☐	**Form I-130A for only Spousal Beneficiary** • Download **Form I-130A**
☐	**Proof of Name Change for Petitioner (if applicable)** • See the State Department Reciprocity and Civil Documents by Country for details
☐	**Adoption Certificate for Petitioner (if applicable)** • See the State Department Reciprocity and Civil Documents by Country for details
☐	**Marriage Certificate (Bring one of the items listed below)** • U.S. Marriage Certificate, issued by a City/County/State Government Office in the United States. The certificate must have a file date. (NOTE: a church certificate is NOT acceptable.) • Japanese Marriage Certificate, issued by a municipal office (with translation) • Japanese Family Register (Koseki), showing the marriage (with translation) • Original Marriage Certificate from other countries (See the State Department Reciprocity and Civil Documents by Country)
☐	**Proof of Termination of All Prior Marriages (if applicable) – Petitioner** • Divorce Decree(s) or Death Certificate(s) for all prior marriages (See the State Department Reciprocity and Civil Documents by Country) • The original decree must be issued by a court. (NOTE: the "what I got from the lawyer" document may not be the original divorce decree) • Translation of requested documents if in a foreign language
☐	**Proof of Termination of All Prior Marriages (if applicable) – Beneficiary** • Divorce Decree(s) or Death Certificate(s) for all prior marriages (See the State Department Reciprocity and Civil Documents by Country) • The original decree must be issued by a court. (NOTE: the "what I got from the lawyer" document may not be the original divorce decree) • Translation of requested documents if they are in a foreign language
☐	**Philippine Nationals:** Applicants who hold Philippine nationality (including those with dual nationality) and are age 18 or older applying for visa categories CR1/IR1 or CR2/IR2 are required to submit a PSA issued Certificate of No Marriage (CENOMAR) or an Advisory on Marriages. You should request these documents from the PSA website at psa.gov.ph. Please note that both the CENOMAR and Advisory on Marriages are valid for only one (1) year from the date of issuance. Applicants are required to provide all previously used names, including any maiden name (i.e., the name at birth for female applicants), when obtaining these documents.
☐	**Birth Certificate - Beneficiary** • For Japanese applicants born in Japan, a family registry serves as a birth certificate. • For non-Japanese country nationals, see the State Department Reciprocity and Civil Documents by Country • For any birth certificate registered more than six months after the date of birth, provide a written statement explaining why the birth was registered late and two alternate forms of original, secondary evidence of identity.

	Note: Secondary evidence of identity normally means original documents dating from the time of your birth and childhood, such as prenatal records, doctor's notes and baby book, baptismal certificates issued on the date the baptism took place, school records/report cards registered or signed by the parents, or pieces of government-issued identification (Social Security card, driver's license, etc.
☐	**Proof of Name Change/Naturalization for Beneficiary and his/her Children (if applicable)** See the State Department Reciprocity and Civil Documents by Country for details
☐	**Adoption Certificate for Beneficiary and his/her Children:** See the State Department Reciprocity and Civil Documents by Country for details
☐	**Birth Certificate for Beneficiary's Children** • US birth certificate, or consular report of birth abroad, US passport for US citizen child(ren) • Original local birth certificate for non-US citizen child(ren)
☐	**Affidavit of Support AND Financial Support** • **Form I-864** (FOR EACH BENEFICIARY), completed and signed by the petitioning relative (sponsor) **NOTE:** Mistakes in completing the I-864 are the most common reason for refusing an immigrant visa application. Please **read all the instructions** carefully before filling out the I-864. I-864 **must** be submitted with one of the following required documents: • **Tax Transcript** from the most recent tax year with W2 (W2 required if "married filing jointly") • Federal tax return (**1040**) & **W2** (Regardless of joint filing) from the most recent tax year • Proof of income and/or evidence of assets (if applicable)
☐	**Proof of Relationship (Needed if married less than 2 years)** • A statement briefly explaining how you met, maintained your on-going relationship, and got married • Evidence (e.g. pictures, letters, emails, phone bills, etc.)

U.S. Embassy accepts... **Postal Money Order!**



Please fill out FROM: & ADDRESS: on your money order
We will stamp the left side