



U.S. Department of State  
Immigrant Visa Unit  
American Consulate General  
Giessener Str 30  
60435 Frankfurt, Germany

## CHECKLIST FOR MEMBERS OF THE U.S. ARMED FORCES Petition for Alien Relative (Form I-130) filed for a spouse

### Preparing the Form I-130

- All sections of the Form I-130 have been completed to the best of your ability. (Printed Legibly or Typed) *Note: If a section is not applicable, write "not applicable" or "N/A"*
- Dates are listed in Month/Day/Year format (**Example:** May 1, 1991)
- Petitioner has signed and dated Section 6a.
- Section 62c on page 8 must be completed and list where your relative will apply for the immigrant visa.

### Supplemental Information for Spouse Beneficiary (Form I-130A)

- Beneficiary has completed all blocks and signed his or her form. (*Note: If a section is not applicable, write "not applicable" or "N/A"*)

### Supporting Documentation

*Note: Submit photocopies of the requested documents. Original documents will not be returned and may remain a part of the record.*

- Passport-style color photograph of the petitioner and a passport-style color photograph of the beneficiary (taken within 30 days). Lightly print name on back of each photograph using pen/pencil.
- Proof of petitioner's U.S. Citizenship in the form of a valid U.S. Passport; Birth Certificate; or Naturalization Certificate).
- Proof of petitioner's German residency such as *Residence Permit (Aufenthaltserlaubnis)* or *Registration (Anmeldebestätigung)*, U.S. Military Orders (if stationed in Germany), or other verifiable evidence of German residency.
- Marriage Certificate* registered/issued by a competent authority.
- Evidence of a *bona fide marital relationship* with the beneficiary such as shared residence, finances, and familial experiences with beneficiary. (**Examples:** joint bank accounts, dependent on military/employment documents, apartment leases, shared bills, health/life insurance designations, birth certificates of children born to the marriage)
- English translations have been provided for all foreign language documents.** Translations do not have to be certified. The translator must verify that he or she is competent to translate from the foreign to English language and the translation is complete and accurate.

### Additional Supporting Documentation - If Applicable:

- Divorce Certificate(s)* (Absolute or Final) or *Death Certificate(s)* as proof of the legal termination of all previous marriages for petitioner and beneficiary. (**Note:** All pages of the divorce or death certificate must be submitted. Ensure final divorce judgment has been entered with the court. )
- Legally valid *Record of Name Change* if another name has appeared on any identification document and explanation for use of any alias.
- If a *Proxy Marriage Certificate* is submitted, there is evidence of the petitioner and beneficiary being physically present in the same place at the same time after the marriage. (**Examples:** hotel receipts with both names, passport stamps, date-stamped photographs, and signed/sworn affidavits from people with knowledge of the marriage)
- Notice of Entry of Appearance as Attorney or Representative (Form G-28)*.
- Filing Fee of \$535**

U.S. Cashier's Check issued by an American bank in U.S. Dollars payable to "U.S. Department of Homeland Security" (*Barscheck ausgestellt durch eine amerikanische Bank auf den Namen "U.S. Department of Homeland Security."*) OR:

Bank Check or Counter Check issued by a German bank in U.S. Dollars drawn on a U.S. bank. (*Bankscheck ausgestellt von einer deutschen Bank bezogen auf eine U.S. Bank in U.S. Dollars auf den Namen "U.S. Department of Homeland Security."*) OR:

U.S. Dollar Money Order made payable to the "U.S. Department of Homeland Security." (Print your name and address on money order)

Cash, Credit/Debit Cards, Personal Checks, Travelers Checks **ARE NOT** accepted.

### Where to File

- Mail petition to U.S. Consulate General, Attn: IV, Giessener Str. 30, 60435 Frankfurt or use the diplomatic pouch address: U.S. Department of State, Attn: IV, 7900 Frankfurt Place, Washington, DC 20521-7900 **\*Please note that items mailed with diplomatic pouch take considerably longer to be delivered.**

**NOTE: The Form I-130 will be rejected if Section 6A is not signed, incorrect payment is received, or petitioner does not meet the Germany residence requirement. Processing delays are also possible if all of the required evidence is not submitted.**