

# DACA FIRST-TIME APPLICATION DOCUMENTATION CHECKLIST

## ALL APPLICANTS

\_\_\_ Three completed, dated and signed forms, *I-821D, I-765 and I-765WS*, which can be downloaded from the FORMS section of the U.S. Citizenship and Immigration Service: [WWW.USCIS.GOV](http://WWW.USCIS.GOV)

\_\_\_ **Translated and certified** copy of birth certificate (LALDEF will do free certified translations at our workshops and as part of your case processing)

\_\_\_ Proof of ID: **valid** passport (preferred), or government photo ID (cedula), matrícula consular or school photo ID

\_\_\_ Proof of presence in the United States, **each year**, between June 15, 2007, and the date of application (copies of year-end school transcripts; IRS transcript\* of tax returns; bank account or credit card statements; religious ceremony certificates; marriage or children's birth certificates; receipts for remittances to your family)

\_\_\_ Proof of arrival in the U.S. before the age of 16 (transcript from first year in school; medical records; vaccination card; date-stamped passport or I-94 form; copy of airline ticket; first communion or confirmation certificate)

\_\_\_ Proof of presence in the U.S. on June 15, 2012 (bank or credit card statement, phone or utility bill, date-stamped photo, affidavit from school or employer)

\_\_\_ Personal check or money order payable to "US DEPT. OF HOMELAND SECURITY" for \$495.00

\_\_\_ Two passport-size (2 x 2), color photographs

## APPLICANTS WHO HAVE GRADUATED FROM HIGH SCHOOL OR HAVE A GED CERTIFICATE

\_\_\_ Copy of your diploma or certificate

## APPLICANTS STILL IN HIGH SCHOOL

\_\_\_ Proof of enrollment in the current school year.

## APPLICANTS WITH PRIOR CONVICTIONS OF ANY KIND (including misdemeanors, and traffic offenses)

Please obtain a certificate of "final disposition" from the court where you were convicted and consult an attorney as to how to proceed, if you were convicted of three or more misdemeanors, or have ever been convicted of domestic violence, sexual assault, drug distribution, driving under the influence, or a felony.

## APPLICANTS WITH A FINAL ORDER OF DEPORTATION

\_\_\_ Copy of Immigration Judge order (can be requested from the court that issued the order).

## OPTIONAL DOCUMENTATION

\_\_\_ Letters of recommendation from teachers, employers, community organizations, church pastors

\_\_\_ Copies of awards, scholarship letters, articles about you, and other academic, sports, cultural or community recognitions.

\* You can obtain an IRS transcript of your tax returns at <http://www.irs.gov/individuals/article/0,,id=232168,00.html>

## **WHERE TO MAIL YOUR APPLICATION (NJ residents)**

### **By regular/certified mail:**

USCIS  
P.O. Box 5757  
Chicago, IL 60680-5757

### **By courier/express mail (FedEX, Express Mail):**

USCIS/Attn: DACA  
131 South Dearborn-3rd floor  
Chicago IL 60603-5517

**This list is not meant to be all inclusive or to provide legal advice. Depending on the particular circumstances of each applicant, more extensive documentation may be necessary. It is recommended applicants have their application and attached documentation reviewed by a competent attorney or accredited Board of Immigration Appeal representative. Do not leave anything to chance. Make your application as strong and complete as possible. You only have one chance to be approved.**

**Prepared by the Latin American Legal Defense and Education Fund (LALDEF)**

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