

Request for Initial Evidence (I-485)

This office is unable to complete the processing of your Application to Register Permanent Residence or Adjust Status, (Form I-485) without initial information. Submit ALL the information requested below at one time. Failure to do so will result in a denial. You must submit the information within 87 (eighty-seven) days to the following address: U.S. Department of Homeland Security, PO Box 648004, Lee's Summit, MO 64002. Include this letter with your response.

The Service will process your Form I-765, Application for Employment Authorization (if submitted) within 90 days of the receipt of your missing initial evidence. This is pursuant to Title 8, Code of Federal Regulations, Section 103.2(b)(10)(ii).

All copies must be clear and legible. If you submit a document in any language other than English, it must be submitted with a full English translation. The translator must certify that the translation is complete and accurate, and that he or she is competent to translate. You must submit both the foreign language document and the English translation.

If you have a question about immigration procedures, or need clarification, please call our National Customer Service Center (NCSC) at 1-800-375-5283 (TTY 1-800-767-1833). This toll-free call center has additional information and, during their specified office hours, can connect you to live assistance in English and Spanish.

- You have submitted secondary evidence and/or a birth affidavit as proof of your birth record. However, the evidence you have submitted is insufficient.

In addition to a birth affidavit or secondary evidence, per Title 8 Code of Federal Regulations, Section 103.2(b)(2)(ii), you must submit "an original written statement on government letterhead establishing this from the relevant government or other authority. The statement must indicate the reason the record does not exist, and indicate whether similar records for the time and place are available."

A copy of the Department of State's Foreign Affairs Manual stating that the birth certificate is not available for the date of birth for the applicant, if this is specifically applicable, will also be accepted.

Acceptable secondary evidence may include, but is not limited to, church or school records listing your parents' names and your date of birth, hospital records of your birth, or other official records indicating a country and record of birth.

See the Department of State's Foreign Affairs Manual found online at <http://www.state.gov/> for more information on acceptable birth records for people born outside the United States.

For more specific information, see Form I-485 instructions, page 3, "2. Birth certificate." For the most current version of Form I-485 including the instructions, go to "Immigration Forms" at <http://www.uscis.gov> or call (800) 870-3676