

**IMPORTANT NOTICE FOR SPONSORS
READ THIS BEFORE SUBMITTING FORM I-864**

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Please use these review guidelines when assembling Form I-864 affidavit of support documents. I-864s that are incomplete or have not been assembled correctly will not be accepted. (Note: This form is for your personal reference. You do not need to return it with the completed I-864.)

Who Needs an I-864?

Applicants for family-based immigrant visas, including orphans. (Self-petitioning widow/ers, battered spouses of **U.S. citizens** and children of battered spouses of **U.S. citizens** are exempt from this requirement.)

Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

**REVIEW GUIDELINES FOR PREPARING THE I-864
Documents should be submitted in the following order:**

I. Petitioner's documents:

- **Form I-864.** The petitioner in family-based cases, or the relative who either filed the petition or has ownership interest in the petitioning company in employment-based cases **must** complete an I-864 even if a joint sponsor submits an affidavit of support.
 - All pages in correct order, 1, 2, 3, 4, 5, 6, and stapled together.
 - Each page filled out completely.
 - Part 7 **signed** by the **petitioner** (for employment-based cases, **the relative**) and **notarized**.
- Complete federal tax returns with all supporting schedules and /or **W-2s** for the **3 most recent tax years**. Each year's return must have all pages in the correct order and must be stapled together. Any missing tax information for the 3 tax years can be obtained from your local IRS office.
- If you did not have to file a tax return:
 - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obligated to file (the instructions on form 1040 provide information on **most** income tax obligations).
- If you electronically or telefiled your tax returns, you must contact your local IRS office to obtain a literal printout of your tax records (RTFTP or Letter 1722).
- If assets are needed to meet the minimum income requirement:
 - Evidence of assets with a cash value that equals at least five times the difference between your total household income and 125 percent of the poverty guideline for your household size.
 - Example for a household size of 4:

125 percent of poverty guideline	\$23,563
sponsor's income	<u>\$18,000</u>
difference	\$ 5,563
multiply by 5	<u> x5</u>
Minimum required cash value of assets	\$27,815
 - Evidence of ownership, location and the value of each asset
 - Evidence of liens, mortgages and liabilities for each asset (if any)
- Evidence of current employment or self-employment, such as a **recent (within a month prior to the signature date on the I-864)** pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.

II. Joint Sponsor's document (if required):

- Form I-864 completed by a joint sponsor if the petitioner's income does not meet the 125% income requirement. **Note: The petitioner must also submit an I-864.**
 - All pages in correct order, 1, 2, 3, 4, 5, 6, and stapled together.
 - Each page filled out completely.
 - Part 7 **signed** by the **joint sponsor** and **notarized**.
- Complete federal tax returns with all supporting schedules and /or **W-2s** for the 3 most recent tax years. Each year's return must have all pages in the correct order and must be stapled together.
- If you did not have to file a tax return:
 - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obligated to file (the instructions on form 1040 provide information on **most** income tax obligations).
- If assets are needed to meet the minimum income requirement:
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Minimum required cash value of assets	\$27,815
 - Evidence of ownership, location and the value of each asset
 - Evidence of liens, mortgages and liabilities for each asset (if any)
- Evidence of current employment or self-employment, such as a **recent (within a month prior to the signature date on the I-864)** pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.
- Proof of U.S. citizenship or lawful permanent resident status

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III. Household Members whose income and assets are to be considered:

A separate Form **I-864A** for **each** household member whose income and assets are to be considered.

- Each page filled out completely and stapled together.
- All tax, employment and asset documents must be assembled in the same manner as the sponsor's (see above) and attached to the correct I-864A.
- Part 2 and Part 5 completed by **sponsor** and notarized
- Part 3 or Part 4 and Part 6 completed by the **household member** and notarized

IV. Documents for the principal immigrant and accompanying dependents:

- Principal Applicant: Original signed and notarized I-864 and I-864A (if needed) and one complete set of supporting documents (tax records, employment letters, etc.) is needed for each principal immigrant. **All accompanying dependents must be listed in Part 3 of the I-864 and Part 2 of the I-864A.**
- Accompanying dependents: Each dependent must have either a signed and notarized original or a photocopy of the principal applicant's signed and notarized I-864 and I-864A (if needed). Copies may only be used for dependents whose names appear on the principal's original forms. Copies of supporting documents are **not** required for dependents applying for visas or adjustment of status together with the principal immigrant.