



PLATINUM LEGAL FORMS

Comprehensive Immigration Intake Form

INSTRUCTIONS: Please complete this form as fully as possible. This form collects information required for USCIS petitions (I-130, I-140, I-129F), Adjustment of Status (I-485), and Consular Processing (DS-260). **Do not leave fields blank;** write "N/A" or "None" if a question does not apply.

Intended Case Type(s) - Select all that apply:

- ☐ Family Petition (I-130) ☐ Adjustment of Status (I-485) ☐ Consular Processing (DS-260) ☐ Fiancé(e) Visa (K-1)
☐ Other: _____

PART 1: PETITIONER / SPONSOR INFORMATION

Legal Last Name (Surname)	Legal First Name (Given Name)	Middle Name
_____	_____	_____
Other Names Used (Maiden names, aliases, etc.)	Date of Birth (MM/DD/YYYY)	Social Security Number
_____	_____	_____
City/Town of Birth	State/Province of Birth	Country of Birth
_____	_____	_____
U.S. Status: ☐ U.S. Citizen (Birth) ☐ U.S. Citizen (Naturalization) ☐ Lawful Permanent Resident (Green Card)		

PART 2: BENEFICIARY / APPLICANT INFORMATION (Immigrant)

Legal Last Name (Surname)	Legal First Name (Given Name)	Middle Name	
_____	_____	_____	
Other Names Used (Maiden names, aliases, etc.)	Name in Native Alphabet (If applicable)		
_____	_____		
Date of Birth (MM/DD/YYYY)	U.S. Social Security Number (If any)	Alien Reg. Number (A-Number)	USCIS Online Acct Number
_____	_____	_____	_____
City/Town of Birth	State/Province of Birth	Country of Birth / Nationality	
_____	_____	_____	

Beneficiary's Parents (Required for DS-260 & I-130)

Parent's Full Name (Inc. Maiden Name)	Date of Birth	City & Country of Birth	Current Residence (City, Country) OR "Deceased"
(Mother)			
(Father)			

PART 3: BENEFICIARY PASSPORT, ENTRY & VISA HISTORY

Passport Number

Country of Issuance

Expiration Date (MM/DD/YYYY)

Have you ever lost a passport or had one stolen? (DS-260) ☐ Yes (If yes, provide details on separate page) ☐ No

Previous U.S. Travel & Visas

Date of Entry (U.S.)	Date of Departure	Visa Type Used (e.g. B2, F1)	I-94 Number (If known)	A-Number (If different)

Have you ever been refused a U.S. visa, denied entry, or withdrawn your application for admission? ☐ Yes ☐ No

PART 4: ADDRESS HISTORY (Required Since Age 16 for DS-260)

DS-260 Requires address history SINCE AGE 16. I-485 Requires LAST 5 YEARS. Please provide all physical addresses accordingly. Do not leave gaps.

Beneficiary's Address History

Full Address (Street, Apt, City, State, Zip, Country)	Date From (MM/YYYY)	Date To (MM/YYYY)
		PRESENT

Petitioner's Address History (Last 5 Years Only)

Full Address (Street, Apt, City, State, Zip, Country)	Date From (MM/YYYY)	Date To (MM/YYYY)
		PRESENT

PART 5: EMPLOYMENT HISTORY (Last 10 Years for DS-260)

DS-260 Requires LAST 10 YEARS. I-485 Requires LAST 5 YEARS. Include all employment, self-employment, unemployment, and schooling.

Beneficiary's Employment History (Last 10 Years)

Employer Name / School	Full Address (City, State, Country)	Job Title / Occupation	Dates (From - To)

Petitioner's Employment History (Last 5 Years)

Employer Name / School	Job Title / Occupation	Dates (From - To)

PART 6: BENEFICIARY'S EDUCATION & TRAINING (DS-260 / I-485)

Degrees, Diplomas, and Certificates

Please list all educational institutions attended (High School, University, Vocational).

Degree / Diploma / Certificate	Institution Name & Full Address	Course of Study	Dates (From - To)

PART 7: MARRIAGE & FAMILY INFORMATION

Current Marriage (If applicable)

Date of Marriage (MM/DD/YYYY)

City, State, and Country where Marriage occurred

Prior Marriages (List all prior spouses for both parties)

Who? (Pet/Ben)	Prior Spouse's Full Name	Date Married (MM/YYYY)	Date Ended (MM/YYYY) & Reason

Children (List ALL children regardless of age or location)

Child's Full Name	Date of Birth	City & Country of Birth	Current Address (City, Country)	Immigrating?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

PART 8: AFFIDAVIT OF SUPPORT (I-864) - SPONSOR FINANCIALS

The Petitioner (Sponsor) must provide financial information to prove they can support the Beneficiary.

Sponsor's Current Employment Status

- ☐ Employed ☐ Self-Employed
☐ Retired ☐ Unemployed

Current Individual Annual Income (\$)

Total Household Size (Inc. Beneficiary)

Federal Income Tax Return Information (Most Recent 3 Years)

Tax Year	Total Income (From Form 1040)	Did you file a tax return this year?
	\$	☐ Yes ☐ No
	\$	☐ Yes ☐ No
	\$	☐ Yes ☐ No

PART 9: SOCIAL MEDIA & CONSULAR SPECIFICS (DS-260)

Social Media Handles used in the last 5 years (Facebook, Instagram, Twitter, LinkedIn, etc.)

If processing outside the U.S., which U.S. Embassy/Consulate will you apply at? (City, Country)

PART 10: BENEFICIARY SECURITY & ADMISSIBILITY

If you answer "YES" to any of the following, please explain on a separate sheet of paper.

- | | |
|---|--|
| 1. Have you EVER been arrested, cited, charged, or convicted of a crime in ANY country? | ☐ Yes ☐ No |
| 2. Have you EVER worked in the U.S. without authorization or violated a U.S. visa? | ☐ Yes ☐ No |
| 3. Have you EVER claimed to be a U.S. citizen or received public assistance? | ☐ Yes ☐ No |
| 4. Have you EVER been deported, removed, or ordered removed from the U.S.? | ☐ Yes ☐ No |

DECLARATION & SIGNATURE

By signing below, we certify that the information provided on this intake form is true and correct to the best of our knowledge.

Petitioner's Signature

Date

Beneficiary's Signature

Date