

UNITED STATES DEPARTMENT OF HOMELAND SECURITY

U.S. Citizenship & Immigration Services
c/o U.S. Embassy Vienna
Boltzmannngasse 16, 1090 Vienna, Austria

INSTRUCTIONS FOR FILING ALIEN RELATIVE PETITIONS

WHO MAY FILE IN VIENNA

An I-130 Alien Relative Petition may be filed by a United States citizen (USC) petitioner on behalf of an immediate relative (spouse, child or parent). The I-130 Alien Relative Petition may be filed by mail or in person with the U.S. Citizenship & Immigration Services (USCIS) in Vienna only if the USC petitioner is presently residing in Austria. **PROOF OF RESIDENCE IN AUSTRIA MUST BE SUBMITTED BY ALL PETITIONERS.**

Please note that any other I-130 Petitions (such as petitions filed by USCs on behalf of their Unmarried Sons or Daughters, Married Sons or Daughters, Brothers & Sisters or any petitions filed by Lawful Permanent Residents) must be filed stateside according to the I-130 instructions.

HOW TO FILE

Appointments to file in person can be made through the INFOPASS website at <http://infopass.uscis.gov>

Please note that properly filed means that all the forms have been signed correctly and the correct filing fees have been submitted. If a petition is not properly filed, it will be rejected and returned to you with a notice regarding the deficiencies. The mailing address is: USCIS c/o U.S. Embassy Vienna, Boltzmannngasse 16, 1090 Vienna, Austria.

1. Read the petition's instruction pages carefully and complete all sections of the form. Make sure EVERY question is answered. If not applicable, put "N/A" or "None." The United States citizen petitioner must sign the form in part "E."
2. Please include a mailing address, physical address, work address of both the petitioner and beneficiary (spouse, child, parent). In addition, please include home phone, work phone, cell phone and email address of the petitioner.
3. Attach a **FILING FEE** of \$420.00 for each petition. The \$420.00 fee may be paid either in person at the U.S. Consulate with U.S. Dollars or Euros or by credit card. If mail filing, please submit a cashier's check or money order for \$420 drawn on a bank or other financial institution in the U.S. that is payable to the U.S. Department of Homeland Security. Do not use initials (eg. DHS) Please note: We can only accept cashier's checks and money orders. Do not send personal or company checks.
4. Attach photocopies of all required documents for each petition. We may request to see the originals.
5. Any document presented to USCIS that is not in English **MUST** have a **COMPLETE** translation into the English language. The person that completes the translation must list his/her name and indicate he/she is fluent in both the English and foreign language and that the translation is complete and accurate.

CHECKLIST FOR I-130 PETITION FOR ALIEN RELATIVE PETITION

Please make sure the items on the following check-list are completed and copies of the required documents are submitted for each person. This will ensure the efficient processing of your petition(s).

1. A completed I-130 Petition for Alien Relative for each person who is looking to immigrate to the United States.
2. One copy of the petitioner's US citizen's passport (photo page) or United States birth certificate issued by a civil registrar, vital statistics office, or other civil authority.
3. One copy of the petitioner's Austrian Residence Permit and Meldezettel.
4. One copy of the present marriage certificate, with English translation if applicable.
5. Evidence of the bona fides of your marriage. Please refer to Form I-130 instructions at: <http://www.uscis.gov/i-130> for guidance.
6. One copy of divorce decree or death certificates for all prior marriages for both the petitioner and beneficiary spouse, with English translation if applicable.
7. Completed Form G-325As if filing on behalf of a spouse. Both the petitioner and the spouse beneficiary must each complete and sign their own G-325A. Forms G-325A are not required if filing on behalf of a child or parent.
8. One color photograph of the petitioner and beneficiary if filing on behalf of a spouse. No photographs are required if filing on behalf of a child or parent. An example of the photo requirement can be found at <http://travel.state.gov/content/passports/english/passports/photos/photo-examples.html>
9. If filing for a child, include one copy of his/her birth certificate, with English translation if applicable. If any name changes have taken place, we need one copy of the legal documents that effected the name change such as marriage certificate, adoption decree or court order. If the child was adopted please include one copy of the adoption decree.
10. If filing for a parent, include one copy of United States Citizen Petitioner's birth certificate indicating birth parents, with English translation if applicable. If any name changes have taken place for petitioner or parent, we need one copy of the legal documents that effected the name change such as marriage certificate, adoption decree or court order. If it is for an adoptive parent, please include one copy of the adoption decree with English translation if applicable.
11. The fee of \$420.00 or the equivalent in Euros (based on the consulate rate) for each petition as described above.