



UNITED STATES DEPARTMENT OF HOMELAND SECURITY
U.S. Citizenship & Immigration Services
Giessener 30
60435 Frankfurt, Germany

Internet: www.uscis.gov

INSTRUCTIONS FOR FILING ALIEN RELATIVE PETITIONS

U.S. Citizenship & Immigration Services (USCIS) in Frankfurt processes I-130 Alien Relative Petitions by mail or in person by **appointments only** if the petitioner (US citizen or lawful permanent resident of the United States) is presently residing in Germany. **PROOF OF RESIDENCE IN GERMANY IS REQUIRED FROM ALL PETITIONERS.** A **petitioner** residing **outside Germany** should file Form I-130 on behalf of an alien relative at the **USCIS or US Consular office having jurisdiction over his/her residence.**

Appointments can be obtained on our web-site link **INFOPASS** at WWW.USCIS.GOV for Monday, Wednesday and Friday between the hours of 0800-1100 AM except German and American holidays. The mailing address is: American Consulate General, USCIS, Giessener 30, 60435 Frankfurt (APO: USCIS - AmConGen, PSC 115, APO AE 09213-0115). **If you are under time restrictions, we recommend filing in person as mail-in petitions take longer to process.** The average processing time for a properly filed petition is 90 days. Please note the following instructions:

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 American citizen or permanent resident petitioner must sign the form in part "E."
2. Complete the Biographical Forms (G-325A) – one for the petitioner and one for the spouse. This is not required if filing for children, parents, brothers or sisters.
3. Attach a **FILING FEE** for each petition. The **\$355.00** fee must be a US Dollar's cashier's check, US Dollar money order, international bank draft made payable to the US Citizenship & Immigration Services, Visa or MasterCard. **DO NOT MAIL CASH OR PERSONAL CHECKS.** If you are filing the petition in person, cash in US dollars or Euros equivalent, as well as credit cards may be used.
4. Attach photocopies of **all** required documents for each petition. We may request to see the originals. Please provide a photocopy of proof of U.S. citizenship or Permanent Resident Status. Petitions that are well prepared and in order will expedite your time at the USCIS office. (NOTE: There is no copy machine in the Consulate – you must bring sufficient copies with you. If filing multiple petitions, enough copies are needed for each petition.)
5. Petition filed on behalf of spouses **MUST** include photographs of the petitioner and spouse (normal 2" square passport style photos are preferred). This is not required if filing for children, parents, brothers and sisters.
6. Any document presented to USCIS that is not in English **MUST** be accompanied by a **COMPLETE** English translation. The person completing the translation must list his/her name and indicate that he/she is fluent in both the English and foreign language and that the translation is complete and accurate.

CHECK-LIST FOR ALIEN RELATIVE PETITION

Please make sure the items on the following check-list are completed and submitted with the I-130 (Alien Relative Petition), for **each** person needing an Immigrant Visa. This will ensure the efficient processing of your petition(s).

- 1. One copy of the US citizen's passport (photo page) or a U.S. birth certificate, Naturalization certificate or other civil document. If you are a Permanent Resident, provide a photocopy of permanent resident card.
- 2. One copy of the US citizen's **German Residence Permit** (Aufenthaltserlaubnis) or if dual citizen, a copy of German passport (for non- US military or US Government employees only)
- 3. One copy of the present marriage certificate. We also require one copy of an English translation if the document is not in English or International standard.
- 4. One copy of divorce decree or death certificate for **all** prior marriages for Petitioner & spouse. Any divorce decree or death certificate in a foreign language must be accompanied by a complete translation.
- 5. One color photograph of yourself and one for your spouse. No pictures are required if filing for children, parents, brothers and sisters.
- 6. The fee of **\$355.00** or the equivalent in Euros (based on the consulate rate) for each petition (Payments accepted: US dollar's cashier's check, US dollar money order, international bank draft, Visa or MasterCard).
- 7. A completed form G-325A (one each for petitioner and spouse) – not needed for children, parents brothers and sisters.
- 8. If filing for a child, include one copy of his/her birth certificate. If any name changes have taken place, we need one copy of the name change document from the competent authority. If the child was adopted please include one copy of the adoption decree. All documents need to be submitted with a translation if they are not in English or International standard.

SUMIT YOUR PETITION(S) ONLY IF SIGNED AND ACCOMPANIED BY ALL SUPPORTING DOCUMENTATION AND FEE. WE CANNOT ACCEPT INCOMPLETE PACKAGES.

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