



I-864 FILING INSTRUCTIONS
AFFIDAVIT OF SUPPORT

ORDER#

1864-64850

PREPARED FOR
PREPARED ON

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Overview for Filing Form I-864

Affidavit of Support

Filing Check List

- Step 1:** Review, sign and date your application
- Step 2:** Make a copy of your final application for your records
- Step 3:** Prepare your filing fee and gather documents to submit
- Step 4:** Submit the completed affidavit

Step 1: Review, sign and date your form

Please review your printed form carefully. You need to make sure that each response reflects the information that you want to communicate to United States Citizenship and Immigration Services (USCIS). Mistakes and omissions of information will cause delays and may even result in the rejection of your affidavit. Reviewing the completed affidavit is the sponsor's responsibility. CitizenPath will not accept responsibility for the rejection or denial of an affidavit due to the sponsor's failure to review Form I-864.

If after reviewing Form I-864 you determine that an answer needs changed, CitizenPath can assist you. Sometimes minor changes can affect the filing instructions. Therefore, we ask to make the changes for you. There is no additional fee. Simply email us at support@citizenpath.com with your order number and specific changes. We will provide you a revised PDF.

I-864 Signatures

Once you have reviewed the Form I-864 affidavit and are comfortable that you have prepared it accurately, please sign and date it on Page 8, Part 8, Item 6. Please use black ink only. The intending immigrant(s) does not sign this form.

Step 2: Make a copy of your completed affidavit for your records

CitizenPath recommends that you make a copy of the completed affidavit for your own records.

Step 3: Gather documents to submit

The following supporting documents must be submitted with Form I-864, Affidavit of Support:

Evidence of U.S. Citizenship

Submit proof that you are a U.S. citizen. Provide one of the following documents:

- A copy of your birth certificate, issued by a civil registrar, vital statistics office, or other civil authority showing that you were born in the United States.
- A copy of your naturalization certificate or certificate of citizenship issued by USCIS or the former INS.
- A copy of Form FS-240, Consular Report of Birth Abroad (CRBA), issued by a U.S. Embassy or U.S. Consulate.
- A copy of the biographic page from your unexpired U.S. passport.
- An original statement from a U.S. consular officer verifying that you are a U.S. citizen with a valid passport.

Evidence of Previous Year's Income

Submit a copy of your most recent individual Federal income tax return. We recommend that you submit an IRS tax transcript instead of the actual tax return. A tax transcript can be processed more efficiently than a tax return. To obtain a free IRS tax transcript, visit <https://www.irs.gov/individuals/get-transcript>. For assistance, you can also call the IRS at 1-800-908-9946.

If you choose to submit a copy of your actual tax return, send a signed copy, including all W-2s, 1099s, Schedules and any other evidence of reported income. (If you are self-employed, be sure to include a copy of your Schedule C, D, E, or F from your most recent Federal income tax return which establishes your income from your businesses.)

Evidence of Current Year's Income

Submit evidence that your estimated current income in Part 6, Item 7 is accurate. Examples of acceptable documents include but are not limited to copies of:

- Pay stubs for the previous 6 months
- An [employment verification letter](#)
- Proof of alimony (if applicable)
- Proof of child support (if applicable)
- Bank statements showing deposits from employment
- Any other source of income

Additional Information (if applicable)

Use Page 10 of Form I-864 to hand write any extra information that you were not able to include within the space provided on the form. If you do not have any additional information to add, you may leave this page empty.

Additional Family Members

It appears that you are sponsoring more than one intending immigrant listed on the same affidavit of support (Form I-864). You are not required to prepare a separate Form I-864 for each of the intending immigrants. Instead, you may submit photocopies of this original signed affidavit of support for each of the family members listed in Part 3. Copies of supporting documentation are not required for these family members.

Certified Translations

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English. Learn more by reading [Certified Translations](#).

Step 4: Submit the completed affidavit

- The entire Affidavit of Support packet (Form I-864 and all supporting documents) must be submitted in ONE package to the National Visa Center (NVC). The intending immigrant's case may be significantly delayed if he/she doesn't submit all of the documents at the same time.

If you are acting as the intending immigrant's agent, forward the entire Affidavit of Support packet to the NVC as instructed. Otherwise forward the packet to the intending immigrant.

When filing Form I-864 in the consular processing process (application for an immigrant visa through a U.S. embassy or consulate), an 'original' or 'wet ink' signature is not required. You may scan the signed petition and forward it to the NVC (or the intending immigrant). Only adjustment of status applicants filing Form I-485 from within the U.S. must submit an original signature document.

What You Should Know

- Length of Financial Obligation**
Your obligation to support the immigrant(s) you are sponsoring in this affidavit of support will continue until the sponsored immigrant becomes a U.S. citizen, or can be credited with 40 qualifying quarters of work in the United States. Although 40 qualifying quarters of work (credits) generally equates to 10 years of work, in certain cases the work of a spouse or parent adds qualifying quarters. The Social Security Administration can provide information on how to count qualifying quarters (credits) of work.
- Separate Affidavits for Each Family Member**
You must provide a Form I-864 Affidavit of Support for each intending immigrant you are sponsoring. Separate affidavits of support are required for principal applicants. However, you may submit photocopies for any derivative applicants (spouse and children) that are immigrating at the same time or within six months of the principal immigrant.

There are two basic types of applicants: principal and derivative.

- A Principal Applicant is the primary or main intending immigrant named on an immigrant petition (such as Form I-130, Form I-600, or Form I-800). If there is only one intending immigrant, the person is most likely a principal applicant.

Each principal applicant must have an original Form I-864 Affidavit of Support and supporting documentation. For example, if you are sponsoring both parents, each will need an original Affidavit of Support and supporting documentation since you were required to submit separate I-130 petitions for each parent.

- A Derivative Applicant is an intending immigrant who cannot be directly petitioned for, but who can acquire the ability to obtain a green card through the principal applicant. The spouse and/or unmarried child (under the age of 21) of an applicant generally receive the same or similar immigration benefits (green card) as the principal.

Each derivative applicant may have a photocopy of the original I-864 as long as the derivative applicant is immigrating at the same time or within six months as the principal immigrant. You do not need to provide copies of the supporting documents for each of the photocopied Form I-864s.

- We provide a discount if you need to prepare additional Form I-864s. Please use coupon code **I864FAMILY** to get 50% off the preparation services for these additional affidavits.

- Change of Address**

If you change your address after you become a sponsor, you are required by law to notify USCIS within 30 days by filing Form I-865, Sponsor's Notice of Change of Address. If you fail to notify the USCIS of your change of address, you may be fined.

- Sponsor Income Tax Returns**

If the intending immigrant is filing Form I-864 between January 1 and April 15 of any year, and you and/or your household members have not yet filed the current year's federal income tax return, submit IRS transcripts for the most recent tax year. At the time of the intending immigrant's interview, an officer may request the tax return transcripts from the current tax year. Therefore, if you file another federal tax return after completing Form I-864 but before the intending immigrant interviews, it is best practice to provide a copy of the more recent tax transcript to the intending immigrant. The intending immigrant can take the more recent tax transcript to the interview and use it if requested by the officer.

- Form I-864 Edition**

CitizenPath always provides our customers with a valid edition of Form I-864. However, USCIS occasionally updates its forms. Previous editions may not be accepted. If you are not able to immediately file this form within four weeks of preparing it on CitizenPath, we recommend that you check to confirm it continues to be a valid edition.

Check the edition date in the lower left corner of the form. Then, compare it to accepted editions at <http://uscis.gov/i-864>. In most cases, CitizenPath can provide a newer edition if

necessary.

What's Next for the Intending Immigrant

Initial Processing. Once USCIS or the National Visa Center receives your affidavit, they'll check it for completeness. If you do not completely fill out this affidavit, you will not establish a basis for your eligibility and USCIS or the NVC may reject or deny your affidavit.

Requests for More Information. USCIS or the Department of State may request that you provide more information or evidence to support your affidavit. NVC uses an "assessment letter" to address smaller apparent inconsistencies on a submitted Form I-864. The assessment letter identifies issues that could delay the adjudication of a visa application, and encourages the applicant to correct these issues before the interview. If NVC sends you an assessment letter, you do not need to submit a new Form I-864 and/or financial evidence to NVC. Instead, bring a corrected form and any suggested documents to your interview.

Interview. For consular processing cases, the NVC will schedule an interview at your local U.S. embassy or consular office. For adjustment of status cases, USCIS will schedule an interview for the intending immigrant at a local office.

Customer Service

It's important to us that your USCIS paperwork is accurate and you are 100% satisfied. Please contact us if you need additional assistance. The following resources are available for you.

Knowledge Base online at citizenpath.com/kb/

Sample cover letter, filing tips as well as common questions and answers.

Email Support via support@citizenpath.com

We prefer that you email us. This way we can point you to helpful articles and get clear direction on your change requests.

Live Support by calling 1-888-777-9102

You can also reach us by phone Monday through Friday, 8AM to 5PM Pacific Time.

Please reference your order number I864-64850 when contacting CitizenPath