

# Law Office of Marc P. Feldman

www.immigrationlawsnj.com  
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440 SPEEDWELL AVENUE  
MORRIS PLAINS, NJ 07950

Fax: (973) 267-7586  
Telephone: (973) 267-7586

## I-140 CHECKLIST

### Beneficiary contact information

Phone number: \_\_\_\_\_  
Cellphone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_

### Company information

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
Date established: \_\_\_\_\_  
IRS tax number: \_\_\_\_\_  
Current number of employees: \_\_\_\_\_  
Gross annual income: \_\_\_\_\_  
Premium Processing: YES / NO \_\_\_\_\_

### Beneficiary information

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Place of Birth /City and State : \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Social security number (if app): \_\_\_\_\_  
I-94 number: \_\_\_\_\_  
Date of last entry to the United States: \_\_\_\_\_  
Date of first entry to the United States: \_\_\_\_\_  
Current nonimmigrant status: \_\_\_\_\_  
Status expires on: \_\_\_\_\_  
Are you seeking to port the priority date from an existing I-140 - YES/NO  
If Yes Please attach I-140 and labor approval \_\_\_\_\_  
Address abroad: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## List of family members applying with you

Full name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

Full name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

Full name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

Full name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

**Special** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Documents required

**From Petitioning Employer:** Letter from the petitioning company confirming the offer of permanent employment (must include salary, Job position, Job Duties and tools mentioned as in ETA 9089 form); Federal tax return for the year Perm Application filed; Legal fees as invoiced & Check for \$475.00 (payable to the Dept. of Homeland Security)

**From the Beneficiary:** Copies of degree certificates and evaluation; Copies of experience letters (as mentioned in the Perm Application Form 9089); Copies of four most recent pay stubs; Copies of all H-1B or L1 approvals, W-2's, and Passport.