



Syndicate Subscription Legal Plans

IMMIGRATION — INDIVIDUALS & FAMILIES **CLIENT INTAKE QUESTIONNAIRE:**

URGENT: If you have an immigration court hearing, a detained family member, or a USCIS deadline (Request for Evidence, Notice of Intent to Deny), contact us immediately. Never sign a blank form, and never let anyone file an application you have not reviewed.

CONFIDENTIAL. This questionnaire is ONLY for individuals and families. It does not cover employer- or business-filed petitions (such as PERM, H-1B, or L-1). Please answer truthfully and completely — mistakes or omissions on immigration applications can have serious, permanent consequences. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT (APPLICANT):

☐ Full Legal Name (as on passport): _____

Other names used (maiden, aliases, other spellings): _____

Date of Birth: _____ City & Country of Birth: _____

Country(ies) of Citizenship: _____ Sex: _____

A-Number (if any): _____ USCIS Online Account No.: _____

U.S. Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Primary language: _____

Will you need an interpreter? ☐ Yes ☐ No

Syndicate Plan Member ID: _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

PART 1 — HOW CAN WE HELP?

Family-Based:

☐ Petition for a relative (spouse, child, parent, sibling)

☐ K-1 fiancé(e) visa

☐ K-3 visa for spouse of U.S. citizen

☐ One-step marriage-based green card

☐ Remove conditions on residence (2-year green card)

☐ Adjustment of status (green card in the U.S.)

Individual Applications:

☐ Naturalization (citizenship)

☐ Work permit (employment authorization)

☐ Travel document (re-entry permit / advance parole)



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- ☐ Extend or change nonimmigrant status
- ☐ Temporary Protected Status (TPS)
- ☐ Replace / renew green card
- ☐ Self-petition (O-1, EB-1, EB-2 national interest)
- ☐ Response to Request for Evidence / Notice of Intent to Deny
- ☐ Not sure — evaluate my options

1.1 Deadline or appointment date (interview, biometrics, RFE due date, hearing): _____

1.2 In your own words, what would you like to accomplish? _____

PART 2 — CURRENT STATUS & ENTRY

2.1 Are you currently in the United States? ☐ Yes ☐ No

2.2 Current immigration status:

- | | |
|---|--|
| ☐ U.S. citizen | ☐ Permanent resident (green card) |
| ☐ Conditional resident | ☐ Nonimmigrant visa (list type below) |
| ☐ Parole | ☐ TPS |
| ☐ Asylum pending / granted | ☐ DACA |
| ☐ No current status | ☐ Not sure |

Visa type / category: _____ Status expires (I-94 date): _____

2.3 Date of most recent entry: _____ Port of entry: _____

2.4 How did you last enter?

- | | |
|--|---|
| ☐ With a visa (inspected at the border) | ☐ Visa Waiver / ESTA |
| ☐ Paroled | ☐ Without inspection |
| ☐ Not sure | |

2.5 Passport country, number (last 4), and expiration: _____

2.6 Have you ever stayed in the U.S. past your authorized stay? ☐ Yes ☐ No

If yes, explain: _____



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PART 3 — IMMIGRATION HISTORY

Application / Petition (form)	Date Filed	Receipt No.	Result (approved, denied, pending)

3.1 Have you ever been refused a visa or denied entry to the U.S.? ☐ Yes ☐ No

If yes, explain: _____

3.2 Have you ever been in immigration court, deported, or removed? ☐ Yes ☐ No

If yes, explain: _____

3.3 Are you currently in immigration court proceedings? ☐ Yes ☐ No

If yes — court, next hearing date, and judge: _____

3.4 Have you or a family member ever been detained by immigration authorities? ☐ Yes ☐ No

3.5 Have you ever used false documents or claimed to be a U.S. citizen? ☐ Yes ☐ No

3.6 Trips Outside the U.S. (last 5 years):

Date Left	Date Returned	Countries Visited	Purpose

PART 4 — FAMILY

4.1 Marital status:

☐ Single ☐ Married ☐ Engaged

☐ Divorced ☐ Widowed ☐ Separated

4.2 Spouse / fiancé(e) full name: _____ Date of birth: _____

Spouse's citizenship / status: _____ Date of marriage: _____

4.3 Have you or your spouse been married before? ☐ Yes ☐ No

If yes — names and dates marriages ended: _____



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4.4 Children:

Name	Date of Birth	Country of Birth	Status	Lives in U.S.?

4.5 Do you have a U.S. citizen or permanent resident parent, adult child, or sibling? ☐ Yes ☐ No

If yes, explain: _____

PART 5 — PETITIONER / FINANCIAL SPONSOR (FAMILY CASES)

5.1 Petitioner name: _____ Relationship to you: _____

Petitioner status: _____ Phone / email: _____

5.2 Petitioner's annual income: \$ _____ Household size: _____

Most family-based green card cases require a financial sponsor who meets minimum income guidelines. A joint sponsor may be used if needed.

5.3 Is a joint sponsor available if needed? ☐ Yes ☐ No

PART 6 — CRIMINAL & SECURITY SCREENING

You must disclose all arrests and citations, anywhere in the world, even if dismissed, expunged, or sealed. Criminal history can seriously affect immigration eligibility. Answer yes or no here; we will discuss details privately.

6.1 Have you ever been arrested, cited, or detained by police (anywhere)? ☐ Yes ☐ No

6.2 Have you ever been convicted of any crime, including DUI or a drug offense? ☐ Yes ☐ No

6.3 Are there any pending criminal charges or open warrants? ☐ Yes ☐ No

6.4 Have you ever been ordered to complete probation, classes, or diversion? ☐ Yes ☐ No

PART 7 — ADDITIONAL QUESTIONS

7.1 Have you filed U.S. tax returns for every year required? ☐ Yes ☐ No

7.2 Have you received any public benefits? ☐ Yes ☐ No

If yes, explain: _____

7.3 Have you served in any military, police, or armed group (U.S. or foreign)? ☐ Yes ☐ No

7.4 (Males 18–26) Have you registered with Selective Service? ☐ Yes ☐ No

Naturalization Applicants:

7.5 Date you became a permanent resident: _____

7.6 Any trip outside the U.S. lasting 6 months or more since becoming a resident? ☐ Yes ☐ No



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7.7 Do you need a disability exception or accommodation for the English / civics test? ☐ Yes ☐ No

ACKNOWLEDGMENTS

☐ Representation before USCIS or the immigration court will be handled by a licensed immigration lawyer in the Syndicate network.

☐ I will review and sign every application myself and will not sign any blank form.

☐ I will provide complete and truthful information, including all arrests and prior immigration history.

☐ No one can guarantee approval of an immigration application.

PART 8 — DOCUMENT CHECKLIST

Please provide copies (not originals) of the following, if available. Check each item you are including.

☐ Passport (all pages with stamps)

☐ Birth certificate (+ translation)

☐ I-94 record

☐ Visas / green card / work permit

☐ All USCIS notices & approvals

☐ Marriage / divorce certificates

☐ Children's birth certificates

☐ Tax returns (last 3 years)

☐ Court / police records (if any)

☐ Immigration court papers (if any)

☐ Petitioner's proof of status

☐ Photos / evidence of relationship

Certification:

I/We declare that the information provided in this questionnaire is true, correct, and complete to the best of my/our knowledge. I/We understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my/our immigration matter.

Signed and dated this ____ day of _____, 20__

Signature (Applicant): _____

Print Name: _____

Signature (Petitioner / Spouse): _____

Print Name: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.