**Open Door Legal Services**

**IMMIGRATION INTAKE FORM**

Name:

Place of Birth: Citizenship:

Do you have any of the following documents? (MAKE COPIES)

* *Birth certificate*
* *Passport*
* *Papers filed with Immigration Court or with Immigration Services*
* *Papers received from Immigration Court or Immigration Services*
* *For any criminal matters you have been arrested, cited or charged with - court docket sheet, charging document, judgment and sentence, etc.*
* *Letters of representation from past or current attorneys assisting you on an immigration matter*
* *For victims of domestic violence or another serious crime - any police reports or court documents re: the crime or abuse.*

**Current legal representation?**

Do you have an attorney who is helping you on your case right now? Yes \_\_ No \_\_\_

Have you ever had an attorney help with your case in the past? Yes \_\_ No \_\_\_

If yes to either question, what is their name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to sign a release allowing us to speak with the attorney? Yes \_\_ No \_\_\_

**Deportation Defense?**

Have you ever been arrested by immigration or the Border Patrol, placed in Immigration Court proceedings, or been refused entry into the U.S.? Yes \_\_ No \_\_\_ If so, please explain the circumstances:

Have you ever been deported or granted voluntary departure? Yes \_\_ No \_\_\_ If so, when?

**\*\*IF CLIENT ANSWER YES TO EITHER OF THE ABOVE QUESTIONS, PLEASE CONSULT WITH US ABOUT CONTINUING WITH THE INTAKE\*\***

# Entry:

When and where did you last enter the United States?

Did you enter without inspection / documents? Yes \_\_ No \_\_\_

If you entered with a visa, what visa was it?

If you have been assigned an alien number (A followed by 8 or 9 numbers), what is it?

Have you ever been stopped at the border and not allowed to enter? Yes \_\_ No \_\_\_

Any other entries/exits since you entered the U.S.? Yes \_\_ No \_\_\_

If so, list departure date, re-entry date & method of re-entry:

**Prior Immigration Applications:**

Have you ever filed any applications with immigration? Has anyone, including an attorney, filed an application on your behalf? Yes \_\_ No \_\_\_

If so, list each application, date of filing, and result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Family: Do you have family members in the United States?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Place of Birth | Citizenship | LPR? If so, since when? |
| Spouse: |  |  |  |  |
| Mother: |  |  |  |  |
| Father: |  |  |  |  |
| Children: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Other family members lawfully in the U.S. and relationship?

**Asylum Eligibility (answer these questions if you are afraid to return to your home country for country of last residence):**

Briefly explain your fear:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe if the client’s fear is based upon his/her:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Race | Religion  | Political Opinion | Nationality | “Social Group” (i.e. Female Genital Mutilation (FGM)) |

U-VISA (answer these questions if you have ever been the victim of a serious crime)

What crime(s) have you been a victim of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have the dates, case numbers, or copies of any court or police records regarding the crime? What court or police department could we contact for more information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you help with the police investigation and/or trial? Describe how you helped: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the full name of the person accused or convicted of the crime? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# VAWA (answer these questions if you were a victim of domestic violence by your spouse, and your spouse is a U.S. citizen or Lawful Permanent Resident (they have a green card))

Are you still married to your spouse? If not, how long have you been divorced? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your spouse’s full name and date of birth? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you feel your spouse treats you well?

Has your spouse ever hit, pushed or hurt you? Yes \_\_ No \_\_\_

Is there anything that goes on at home that makes you feel afraid?

Has your spouse ever threatened to take your children away or harm you? Yes \_\_ No \_\_\_

Has your spouse ever hurt your children? Yes \_\_ No \_\_\_

**OTHER POTENTIAL BARS TO RELIEF**

**Fraud:**

Have you ever voted in an election or otherwise claimed to be an American citizen? Yes \_\_ No \_\_\_

If so, please describe the circumstances:

Have you ever been caught using false documents? Yes \_\_ No \_\_\_

If so please describe the circumstances:

**Criminal History:** List every time that you have been arrested, received a citation, or were required to attend court, even if it was a simple traffic citation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Incident | Charge | City/State | Name of Court | Case number  | Final Outcome | Length of sentence? |
|  |  |  |  |  |  |  |
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