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| **Client’s Full Name:** | **Docs received:**   Green Card  SS Card  State ID or DL  Passport Bio/Page(s) (if traveled)  WR Screening & Intake Form Completed |
| **WR/USCIS Payment**  <https://www.uscis.gov/feecalculator> | **WR ILS Payment:** DSHS Letter  Apple Health  Fee Internal Fee Waiver  **USCIS Payment:**  Fee Waiver  Reduced $405 (Tax&HH Pay Stubs)  Fee $725 |
| **Language/History & Civics screening** | Sufficient  Not Sufficient  N648 screening needed  Age language waiver |
| **Over 18 and NOT a US Citizen** | *Did not derive U.S. Citizenship through USC parents (inc. adoptive) prior to turning 18.* |
| **Selective Service Registration**  **checked/ completed/ or Status**  **Info Letter requested if under**  **age 31** *(Male applicants only)* | <https://www.sss.gov/Home/Verification>  *If over 26 and not registered, client needs to request a Status Information Letter through* <https://www.sss.gov/Home/Men-26-and-OLDER> |
| **Has lived in the USCIS District**  **for 3 months prior to filing** | *District 20 Jurisdiction: Washington, Northern Idaho, Oregon, Alaska*  *USCIS Field Offices within District 20: Anchorage, Portland, Seattle, Spokane, Yakima* |
| **Meets LPR requirement** | *Please check Green Card to confirm: LPR for 4 years and 9 months or 3 years if married to a US citizen for 3 years; also 3 years if green card based on VAWA (?)* |
| **Meets physical presence**  **requirement** | *Total days spent outside the U.S. should not exceed 2.5 years (913 days) within the past 5 years.* |
| **Meets continuous residence**  **requirement** | *No single trips over 1 year (365 days). Single trips over 6 months will require further documentation to overcome a disruption in continuous residence.* |
| **Voter Registration checked** | <https://www.usa.gov/election-office> - *check each state client has resided in as reported on their residential history.* |
| **Court records checked/received**  *A printed online court docket or a phone call to confirm charges and final disposition is sufficient for minor traffic violations w/fines under $500.*  **Criminal charges require:**   * *Extended court dockets w/disposition* * *Charging docs/reports* * *SOC/probation/deferral records* * *Police Incident/Case reports*   *Extensive out of state court case history - requires an FBI background check* | <https://dw.courts.wa.gov/> - *to view WA State case history – search by names as they appears on WA State ID/DL and GC. Print search results for file.*  <http://justicewebview.spokanecity.org/justicewebview/> - *Spokane Municipal Court records to check charges and case dispositions by case #* (*Only viewable through Internet Explorer browser). Email MC request form to*: [mcadmin@spokanecity.org](mailto:mcadmin@spokanecity.org)  <https://cp.spokanecounty.org/courtdocumentviewer/> *- Spokane District/Superior Court dockets. Email District Court request form to*: [DCCaseMgmt@spokanecounty.org](mailto:DCCaseMgmt@spokanecounty.org)  *In-person requests for Spokane County Court Records @ the Public Safety Building (1100 W Mallon Ave, Spokane, WA 99260) or the Superior Court Building next door.*  **For out of state or other WA county court/police records:** *google or call the court to confirm charges and case dispositions.* |
| **Police Records – Incident/Case**  **reports received**  *Reckless driving, DUI, Assault, and other criminal charges will require certified police records (incident/case reports)*  **In-person requests** @ the Public Safety Building - 1100 W Mallon Ave **OR --- >** | <https://my.spokanecity.org/police/information/>  *- Police Incident/Case Reports*  Spokane County Public Records:   * **Login ID:**[*ilsspokane@wr.org*](mailto:ilsspokane@wr.org)**Password:** *22Kronos#*   Spokane City Public Records:   * **Login ID:**[*ilsspokane@wr.org*](mailto:ilsspokane@wr.org) **Password:** *Kronos22*   Washington State Patrol: <https://www.wsp.wa.gov/> *-*  *Click on ‘* I want to…’ and select ‘Request Public Disclosure Records’   * **Login ID:**[*ilsspokane@wr.org*](mailto:ilsspokane@wr.org) **Password:** *Kronos22*   Kalispell Tribe Police Department:  P: (509) 447-7124 or E: [rmorrill@kalispeltribe.com](mailto:rmorrill@kalispeltribe.com) |
| **Criminal Record outside of WA State/ other concerns** *(call client)* | Notes: |