

USCIS Filing Tips: Online and By Mail

Tips for Filing Forms Online

- Use a scanner or take clear, legible photos of each document. Ensure all text is readable.
- Each file must be no larger than 12MB. Accepted formats: PDF, JPG, JPEG, TIF, or TIFF.
- Do not encrypt or password-protect your files.
- If your documents are in a foreign language, upload both the original and a certified English translation.
- Create a USCIS online account to file forms, pay fees, and track your case status.

Tips for Filing Forms by Mail

- Always use the current edition of the form, available on the USCIS website.
- Ensure all pages are included and completed with the same edition.
- If filling out by hand, use black ink and write clearly.
- Sign and date your form in the designated space using black or dark blue ink.
- Verify the correct mailing address for your specific form on the USCIS website.
- Organize your application package in this order:
 1. Photos (if required)
 2. Payment (check, money order, or Form G-1450)
 3. Form G-1145 (optional)
 4. Form G-28 (if applicable)
 5. Main form
 6. Form supplements (if any)
 7. Supporting documents
- Send your forms using USPS, FedEx, DHL, or UPS. Other couriers are not accepted.