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## LCA PRELIMINARY DOCUMENTS CHECKLIST (Labor Certification Application)

The following is a list of documentation/information required by our office to commence the preparation and filing of the Labor Certification Application.

### ***EMPLOYER DOCUMENTS:***

#### **GENERAL**

- **Employer Questionnaire** to include job title, detailed job description, salary and other compensation.
- **Contact person** name, address, telephone and fax numbers.
- **Promotional piece or/and brochure** highlighting major focus and clients of company. (If restaurant, copy of menu is required.)
- **FEIN Number** (Federal Employer Identification Number). (If household, Social Security # of Employer.)

#### **FINANCIAL**

(Corresponding to year of filing with Department of Labor up to the INS approval)

- **Tax Return:** Copy of U.S. Federal Corporate Income Tax Returns, with all schedules and attachments or copy of Form 1040, with schedule C attached.
- **Annual Report:** Copy of Annual Reports, with audited or reviewed financial statements.
- **Balance Sheet:** Copy of Balance Sheets, which list assets and liabilities.
- **Accountant's letter:** Evidence employer had the ability to pay the certified wage or salary as of date of filing the Form ETA-750.

# **LCA PRELIMINARY DOCUMENTS CHECKLIST**

## **(Labor Certification Application)**

### ***ALIEN'S DOCUMENTS:***

- Completed Biographic Questionnaire (Personal Analysis Questionnaire).
- Copy of passport of self and family member(s).
- Copies of academic or professional credentials, i.e., diploma certifications/licenses, if necessary.
- Copies of birth certificate(s)
- Copies of marriage certificate and/or divorce judgment(s) of applicant and spouse/children (with translations as necessary). (There will be an additional processing fee for inclusion of family members.)
- Copy of INS documentation or correspondence, including applications and approvals forwarded/received by alien (if any).
- Copy of Reference Letters from previous employers, highlighting duties, key projects and clients, if prior experience requirement appears at #14, Offer of Employment.
- Proof of physical presence in U.S. in December 2000 (10 pieces).
- Passport size photographs in color (2).

Upon our receipt of the above-noted items, the office will commence preparation of the Labor Certification process.