**How Complete is Complete?**

A last stop checklist to ensure that your client’s asylum package is complete and ready for submission, and that you have assembled the required number of copies of all forms, supporting documents and photos.

**🞎** Have you used the most current [**I-589**](https://www.uscis.gov/i-589) and [**G-28**](https://www.uscis.gov/g-28) forms?

**Form I-589:**

**🞎** Has your client signed the **I-589**?

**🞎** Have you, as attorney and preparer, signed the **I-589**?

**🞎** Does each question on the **I-589** have a response? [Pay close attention to check boxes, particularly for dependents]

**🞎** Have you included a **photo** of your client that **meets USCIS specifications**? Is the photo affixed where indicated on the signature page of the form?

**🞎** Have you included **two (2) copies** of the I-589 **plus the original**?

**🞎** Have you included two (2) copies of the supporting documentation?

**🞎** Have you included your client’s Additional Family Members (Spouse, Children under 21 years of age and unmarried) on the I-589? [**NOTE:** There are special instructions if family members are filing applications as a principal applicant *and* as a dependent on a family member’s application. Individuals should file their applications at principals. Once these applications are receipted, the attorney should contact the Asylum Office to inform them of the family member relationship and interest in supplementing the file with the dependent application at the interview]

**For each family member/derivative applicant:**

**🞎** Have you included an additional copy of the I-589 with photo meeting specifications?

**🞎** Have you included a full set of supporting documents?

**Exhibit List Table of Contents: Correct pagination**

**🞎** Do page numbers for Exhibit List materials coincide with Table of Contents page numbers? [It is recommended, though not required, to follow the template in the [Immigration Court Practice Manual](https://www.justice.gov/sites/default/files/pages/attachments/2016/02/04/practice_manual_-_02-08-2016_update.pdf#page=218).]

**Options for submitting asylum package by mail**

**Looming Deadline?** Fed-Ex/U.S.P.S. Priority Mail Express **Comfortable Margin?** Certified Mail

**Send package to the following address:**

**USCIS Nebraska Service Center**

P.O. Box 87589

Lincoln, NE 68501-7589

**To Send by FedEx, DHL or Courier**

**USCIS Nebraska Service Center**

Nebraska Service Center

850 S. Street

Lincoln, NE 68508