

Improve Your Resume by Becoming an Immigration Forms Specialist

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What is an IFS?

An Immigration Forms Specialist is a professional trained to provide “non-legal immigration services” — services that do not require the qualifications and involvement of an attorney.

Growing Demand for Immigration Forms Specialists

- The U.S. Census Bureau: 40 million people currently living in the United States were born in a foreign country.
- Immigration has accounted for 29 percent of U.S. population growth since the year 2000, according to the Pew Research Center.

Growing Demand for Immigration Forms Specialists

- Hundreds of thousands of immigrants apply for naturalization status in the United States each year.
- 772,623 petitions were filed in 2013 alone, according to the Office of Immigration Statistics.

Growing Demand for Immigration Forms Specialists

Most of the immigrant population is unable to afford the services of an immigration attorney and need lower-cost, non-legal immigration services.

Visa Types



- **IR1** Spouse of a U.S. Citizen
- **CR1** Spouse for less than 2 years
- **K1** Fiancé(e) Visa
- **K3** Spouse of a U.S. Citizen awaiting approval
- **SD** Religious Workers



- **B1** Business Visitor
- **B2** Tourists
- **F1** Students



- People who have entered the country without being documented

Non-Legal Services May Include:

Assisting applicants in completing forms

Providing translations

Securing supporting documents

Submitting completed forms to the USCIS

Making referrals to legal representation

IFS Services Do NOT Include:

Advising a person as how to answer questions on forms

Giving opinions or discussing legal strategies

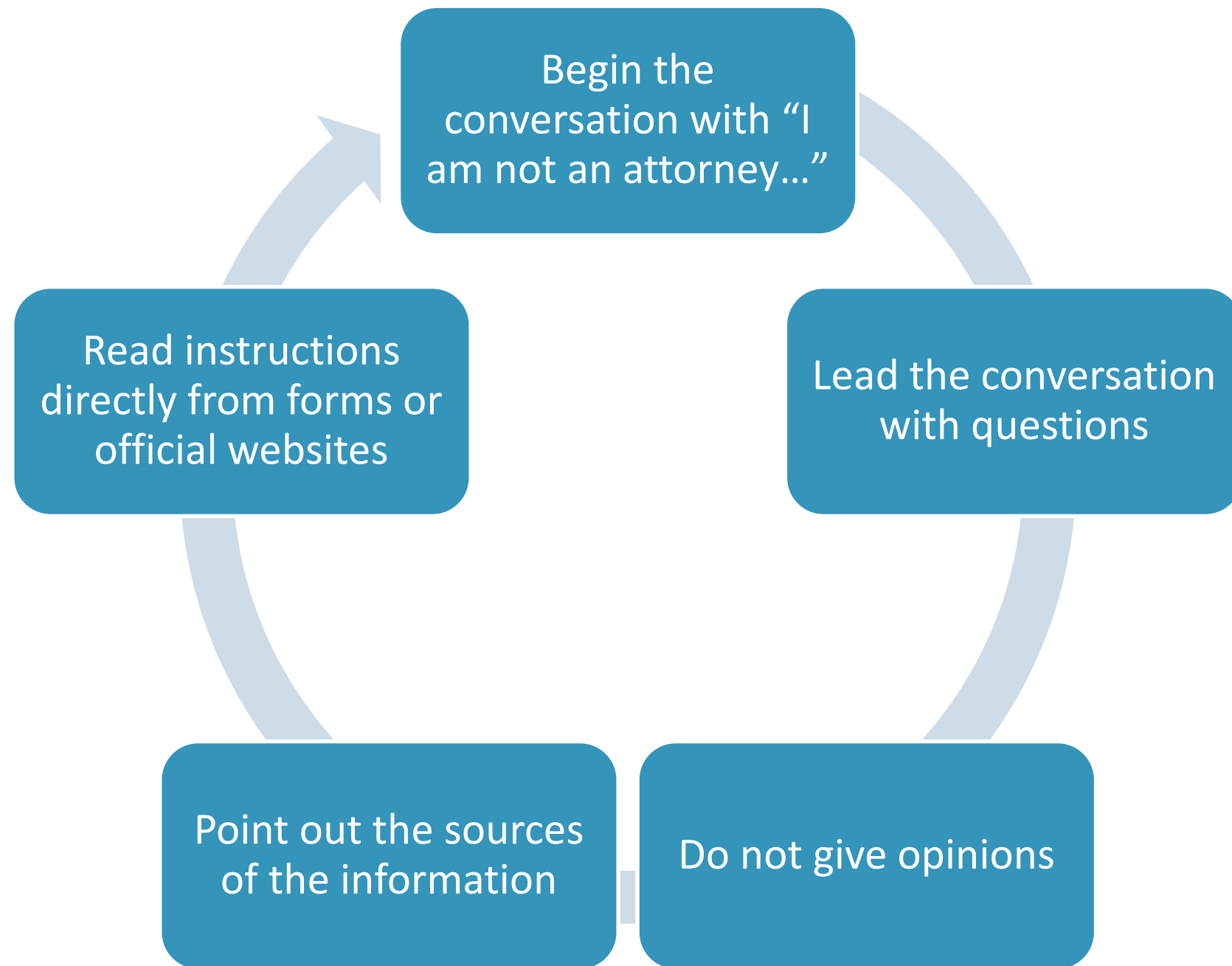
Selecting forms for the customer

Answering questions of a legal nature

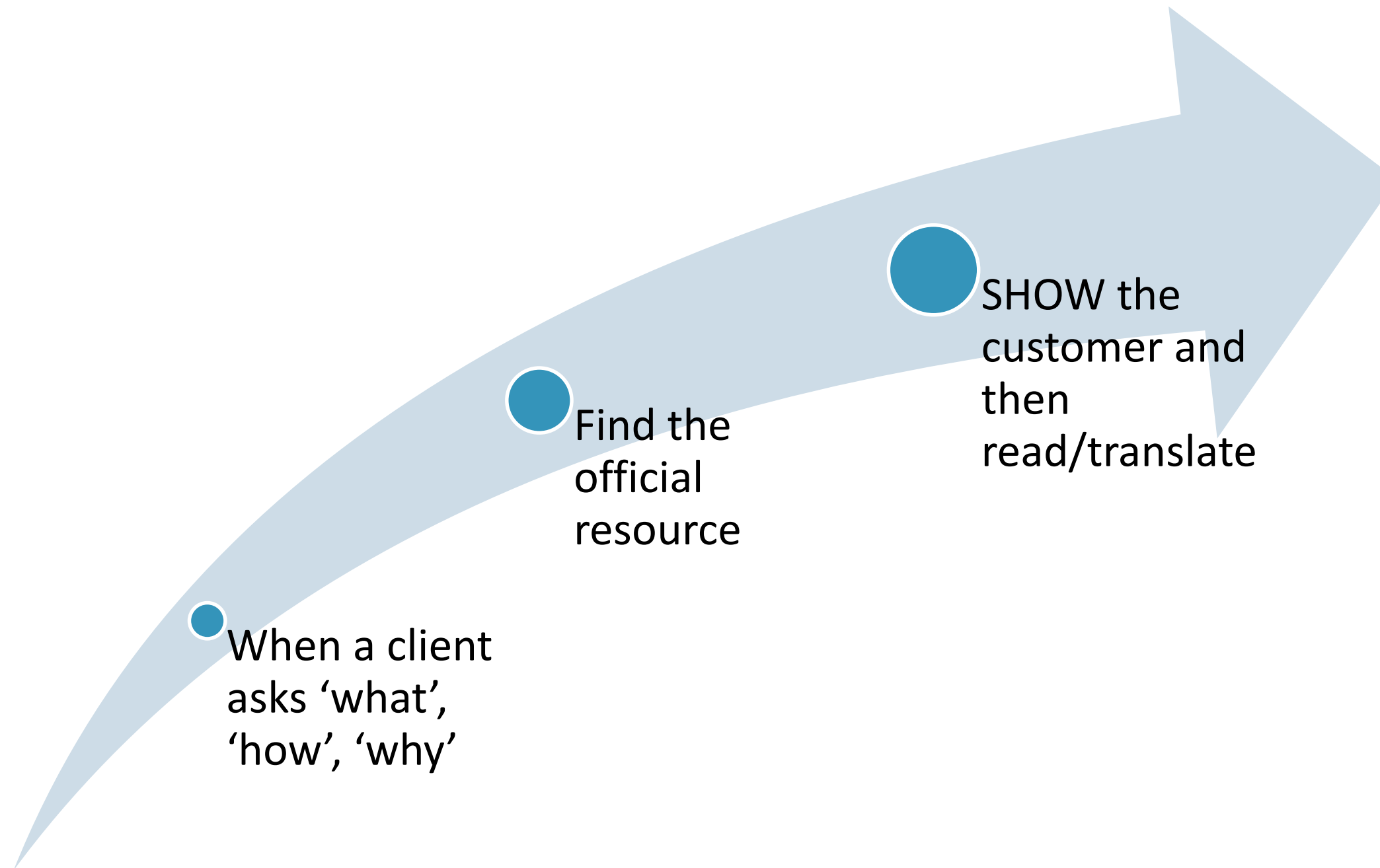
Appearing in court on the client's behalf

Making referrals for a fee or quid pro quo

Avoiding the Unauthorized Practice of Law



Avoiding the Unauthorized Practice of Law



Getting Started: Know Your State

Designated
Titles

Licensing and
Bonding
Requirements

Advertising
Stipulations

Fee
Stipulations

Getting Started: Know Your State Designated Titles for IFS

- **California:** Immigration Consultant
- **Georgia:** Immigration Assistance Provider
- **Illinois:** Immigration Assistance Service Provider
- **Maryland:** Immigration Consultant
- **Michigan:** Immigration Clerical Assistant
- **Minnesota:** Immigration Assistance Provider
- **Nevada:** Document Preparation Service Provider

Getting Started: Know Your State

Certification and Bond

Surety Bond



Certifications/Licensing



Application/Registration Requirements



Background Screening



Getting Started: Know Your State Advertising Stipulations

Using the term
'Notario Publico'

'Notario Publico'
actually means
'attorney' in most Latin
countries

Advertising as a
Notary while 'holding
oneself out to be' an
Immigration Specialist

This restriction applies
only to Notaries who
are NOT qualified and
bonded as Immigration
Specialists

Claiming to have
rights, powers, or
duties unauthorized
by law

This clause prohibits
Immigration Forms
Specialists from
providing unauthorized
services... i.e. UPL

Getting Started: Know Your State Fee Stipulations

Charging more
fees than
authorized by
law

Price gouging

Charging more
than a
designated
amount for
'entering data on
forms'

Itemizing fees in
a contract

CA: Fee restrictions only apply for 'entering data' but do not apply to other services provided such as translations, providing supporting docs, submitting forms, etc.

Getting Started: Know Your State Fee Stipulations



In most states, there are
no set fee limits for
Immigration Form
Specialist services such
as translating, securing
supporting documents,
submitting completed
forms and other
services.



Business Plan

Determine
the
services
you will
offer the
public

Create a
list of the
USCIS
Forms you
will
handle

Conduct
Market
Research

Create a
pre-
printed
list of fees
for each
item

Post the
completed
menu of
fees for
each form
you
service

Expenses Involved

Costs of running business

Insurance and Bond

Continued education

Supplies

Desired profit margin

Salary

Office Rent

Contract for Services

Provides terms and conditions

Protects the customer

Protects your business

Required by law in some states

CALIFORNIA IMMIGRATION CONSULTANT CONTRACT FOR SERVICES

This is a contract between _____, called "Immigration Consultant," and _____, called "Client."

It is important that the Client read this entire contract before signing it.

NOTICE

THIS IMMIGRATION CONSULTANT IS NOT AN ATTORNEY AND CANNOT GIVE LEGAL ADVICE OR PROVIDE LEGAL SERVICES IN REPRESENTING YOU IN THIS IMMIGRATION MATTER.

It is a violation of California law for the Immigration Consultant to keep any of your original documents because you have failed to pay fees or expenses to the Immigration Consultant.

I. SERVICES PROVIDED

The Immigration Consultant will provide the following services: (List all services for which the client is being charged.)

- 1.
- 2.
- 3.
- 4.

You are paying only for those services listed above and the Immigration Consultant makes no promise to provide any other services. The Immigration Consultant does not have special influence and cannot obtain special favors from the United States Citizenship and Immigration Services. It is a violation of California law for the Immigration Consultant to claim special influence or to make false or misleading statements to the Client.

Immigration Consultant warrants that the services provided hereunder will be performed in a professional manner consistent with and in accordance with all applicable state laws and regulations. Immigration Consultant makes no guarantees or assurances that the services will achieve clients specific goals and/or results.

DOCUMENTS

| Document Name | Agency/Office | Purpose | Approximate Processing Time |
|------------------|---------------|---------|-----------------------------|
| 1. Document Name | | | |
| 2. Document Name | | | |
| 3. Document Name | | | |
| 4. Document Name | | | |

III. FEES AND EXPENSES

You are paying only for those services listed above and the Immigration Consultant makes no promises to provide any other services. The Immigration Consultant does not have special influence and cannot obtain special favors from the United States Immigration and Naturalization Service. It is a violation of California law for the Immigration Consultant to claim special influence or to make false or misleading statements to the client.

The Client agrees to pay the Immigration Consultant the following fees and expenses (Fill out A, B, or C):

Contract for Services

Itemized Services to be performed

Cost of each item

“Not an attorney” disclosure

List of all documents to be prepared

Purpose for hire and all actions to be taken

Provision for reporting complaints

Provision for reporting the unauthorized practice of law

Written in both English and the customer’s native language

Receipt for Services

Professional standard

Protects your business

Required by law in some states



YOUR LOGO HERE

Receipt

[Your Company Name]
Supplier GST Number:

To: [Client Name]
[Company Name]
[Street Address]
[City – Postcode]
[COUNTRY]

Date:
Our Reference:
Licensed Adviser Name:
Licensed Adviser Number:

Receipt No.
Corresponding Invoice No.

| Item No. | Service Description | Price (NZ dollars) | GST | Total |
|--------------------------|--|--------------------|----------|------------|
| 1 | Fee for initial consultation and work on preparing work visa application prior to lodgement. | \$1,000.00 | \$150.00 | \$1,150.00 |
| 2 | Translation costs | \$100.00 | \$15.00 | \$115.00 |
| Total amount payable | | | | \$1,265.00 |
| Total amount received | | | | \$1,265.00 |
| Total amount outstanding | | | | NIL |

Thank you for your payment
[YOUR FOOTER HERE]

Resources

For forms and updates on
immigration regulations:

www.USCIS.gov

Education

www.nationalnotary.org/immigration/training

How to fill out the forms for common immigration needs:

- Family Petitions
- Naturalization
- Green Card
- Freedom of Information Act (FOIA) requests
- Deferred Action of Childhood Arrivals (DACA)

Opportunities for translating, securing supporting documents, submitting forms, making referrals

Filing, bonding and business requirements for California Immigration Consultants

Contract, advertising and signage requirements

Do's and don'ts for Notaries who are Immigration Consultants

How to build a reputation as a valuable Immigration Forms Specialist



NATIONAL NOTARY ASSOCIATION