

Filing Checklist: Asylum Applications

A complete application for asylum, filed affirmatively or defensively, includes the following¹:

Asylum Office (affirmative)

(file with the Nebraska Service Center)

- TVPRA cover sheet² and ORR release form (for unaccompanied children's cases only)
- Appearance form: G-28
- Skeletal application for asylum (I-589) and 1 passport photo
- 1 copy, plus an additional copy for each derivative
- No filing fee!

Then on Thursday of the week before the interview, file (with the Chicago Asylum Office):

- Legal memo
- A detailed client affidavit/declaration with a translator's certificate if necessary
- Annotated Index
- Supporting Documentation, including - Identity Documents, Expert Affidavits (possibly), and Other Corroboration
- Evidence of claimed relationship for all included family members

Immigration Court (defensive)

- Appearance form: E-28
- Skeletal application for Asylum (I-589)
- 1 copy of the I-589, plus another copy served on DHS
- No filing fee!

Then prior to merits hearing, file:

- Brief
- A detailed client affidavit/declaration with a translator's certificate if necessary
- Annotated Index
- Supporting Documentation, including - Identity Documents, Expert Affidavits (possibly), and Other Corroboration
- Evidence of claimed relationship for all included family members.
- Certificate of service on DHS-Office of Chief Counsel

¹ These filing procedures are specific to asylum seekers who reside within the jurisdiction of the Chicago Asylum Office or Chicago Immigration Court and are filing for asylum with one of those entities.

² Available on NIJC's website at <http://immigrantjustice.org/resources/resources-attorneys-representing-unaccompanied-immigrant-children>.