

YOUR WORKING CHECKLIST

Your document preparation checklist

How can I organize documents before reviewing filing instructions?

Use this organizer to gather records, identify missing information and prepare questions. It does not replace the evidence list for a particular form, establish eligibility or tell you what to submit. Start with the official instructions for the relevant process.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Identify the form, process and responsible agency.
- ☐ Save a link to the current official instructions.
- ☐ Inventory identity and civil records.
- ☐ Group previous agency notices in date order.
- ☐ Mark records that may need translation.
- ☐ Record missing pages and inconsistent names or dates.
- ☐ List questions for qualified legal help.
- ☐ Review current requirements before submitting anything.

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

Reader code: SUPPORT25

<https://eagletranslate.com/>

Check the order total before payment.

Your document preparation checklist

Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Form I-485 and official instructions

<https://www.uscis.gov/i-485>

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

Immigrant Insider: Editorial policy and verification status

<https://immigrantinsider.com/editorial-policy/>

Return to the complete guide

<https://immigrantinsider.com/checklists/filing-preparation/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.