

YOUR WORKING CHECKLIST

Family immigration records: a civil-document organizer

How can I organize civil records for a family immigration filing?

Build a relationship-based inventory rather than a universal packet. Identify the petitioner, beneficiary, relationship, issuing authority and any documented name changes. Then compare the inventory with the current instructions for the specific petition or application; a record useful in one family process may not answer another process's question.

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 people and the claimed relationship.
- ☐ Connect each relationship to the issuing authority's record.
- ☐ Keep civil and immigration records in separate groups.
- ☐ Record names, languages, page counts and missing pages.
- ☐ Attach the applicable official instruction to each evidence category.
- ☐ Mark unresolved questions before treating the file as ready.

Notes and questions to follow up

Source links and current instructions

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

USCIS: I-130: Petition for Alien Relative

<https://www.uscis.gov/i-130>

USCIS: Policy Manual: evidence

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

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Source links (continued)

Immigrant Insider: Editorial policy and verification status

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

Return to the complete guide

<https://immigrantinsider.com/checklists/family-civil-records/>

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.