

# Preparing Affidavit of Support Forms – I-864, I-864EZ, I-864A, and I-864W

**Warning:** Do not take any action described below without authorization from the National Visa Center (NVC). Taking action without the NVC's authorization could result in a delay in processing.

## If the petitioner has received notification to read the Affidavit of Support Instructions and download the appropriate form:

1. **Review** the [General Information and FAQ](#).
2. **Review** page 1 of the [I-864W](#), Intending Immigrant's Affidavit of Support Exemption Form, to determine if the petitioner is exempt from the Affidavit of Support Requirement.
3. **Download** the [I-864P](#) - Poverty Guidelines.
4. **Review** page 1 of the [I-864EZ](#) - Affidavit of Support Form, to determine if the petitioner is eligible to submit the I-864EZ.
5. If these forms do not apply, **the petitioner is required to submit an [I-864](#)** – Affidavit of Support - and possibly an [I-864A](#) - Contract Between Sponsor and Household Member - as well.
6. **Complete** the appropriate Affidavit of Support form. **When completing the forms**, please keep in mind:
  - The Department of State prefers that the Affidavit of Support form(s) be completed on your computer using CAPITAL letters.
  - Following the detailed instructions included with each form (I-864W, I-864EZ, I-864, and I-864A) is very important.
7. After completing the form on the computer, **print** it. *The forms cannot be submitted electronically.*
8. **Review** the appropriate checklist to verify that the proper form has been completed correctly:
  - I. [Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist](#)
  - II. [I-864EZ, Checklist](#)
  - III. [Affidavit of Support, Form I-864, Checklist](#)
  - IV. [Joint Sponsor's Documents \(if required\) Checklist](#)
  - V. [Household Member's Documents \(if required\) Checklist](#)
9. **Mail** the form and any required supporting documents to the NVC. Be sure to include the bar code sheet for the applicant's case.

## \*Important Notice For Sponsors

The Affidavit of Support forms are not required to be notarized. You should know however that by signing an Affidavit for Support the sponsor certifies under penalty of perjury that the information provided and any transcript and/or photocopy of tax documentation is true and correct.

In order to download forms, you will need to have a recent version of Adobe Reader installed on your computer. If you do not have Adobe Reader on your computer, please visit <http://www.adobe.com>. There is no charge to download Adobe Reader.

Please note that you may receive a “file corrupted” error message if you are using an older version of Adobe Reader.

## **Checklists for Preparing Affidavit of Support Forms**

### **Intending Immigrant's Affidavit of Support Exemption, Form I-864W, Checklist**

Verify that, as detailed in the I-864W instructions, the Affidavit of Support is not required. The I-864W should be completed **ONLY IF** the intending immigrant:

- Has, or can be credited with, 40 quarters of covered employment
  - As proof, you must attach a signed statement from the person who earned the quarters.
  - You must attach an earnings and benefits statement from the Social Security Administration (SSA) showing the number of qualifying quarters he/she has earned. To make a request to the SSA use Form SSA-7004-SM, or in the U.S. call the SSA's toll free number, 1 800-772-1213.
- Is a self-petitioning widow/widower
- Is the battered spouse of U.S. citizen or the child of battered spouse of a U.S. citizen
- Is a child, who meets the requirements under the Child Citizenship Act of 2000 (CCA) to become a U.S. citizen immediately upon entry into the U.S.

## Checklists for Preparing Affidavit of Support Forms

### Affidavit of Support, Form I-864, Checklist

Before mailing the I-864 to the NVC:

1. **Ensure** that:
  - All pages are in the correct order and stapled together
  - Each page is filled-out completely
  - The form is signed
2. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.
3. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS](#) website.
  - The return must have all pages in the correct order and stapled together
  - If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the [IRS](#) website.
4. **IF the sponsor is submitting assets to meet the minimum income requirement:**
  - Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size
  - Attach evidence of ownership, location and the value of each asset
  - Attach evidence of liens, mortgages and liabilities (if any) for each asset
  - Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the sponsor's employer should show the beginning date of employment, type of work done and income.

## Checklists for Preparing Affidavit of Support Forms

### Affidavit of Support, Form I-864EZ, Checklist

Before mailing the I-864EZ to the NVC:

1. **Verify** that the person completing the form **IS** the person who filed the petition.
2. **Verify** that the sponsor is **only using his/her own employment** to meet the affidavit of support requirements.
3. **IF the sponsor** is sponsoring any family members of the intending immigrant that are listed on the same petition as the sponsored immigrant, the sponsor **MUST** complete an I-864.
4. **IF the sponsor filed taxes**, the sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS](#) website.
  - The return must have all pages in the correct order and stapled together
  - If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the [IRS](#) website.
5. **Ensure** that:
  - All pages are in the correct order and stapled together
  - Each page is filled-out completely
  - The form is signed
6. **IF the sponsor is submitting assets to meet the minimum income requirement**, the sponsor **MUST** complete an I-864.

## Checklists for Preparing Affidavit of Support Forms

### Joint Sponsor's Documents (if required) Checklist

1. **Verify** that the person submitting the form meets the definition of a joint sponsor and NOT the definition of a household member.
2. **Ensure** that:
  - All pages are in the correct order and stapled together
  - Each page is filled-out completely
  - The form is signed
3. **Verify** that the petitioner has submitted an I-864 or I-864EZ.
4. **Verify** that all family members (a spouse and/or children) listed on the same petition as the sponsored immigrant that are either traveling with the sponsored immigrant (or will be traveling within six months of the immigrant's entry into the U.S.) have been listed on the I-864 IF the joint sponsor is sponsoring them, and they are either traveling with the immigrant, or within six months of the immigrant's entry to the U.S.
5. **Verify** that the joint sponsor has submitted proof of U.S. Citizenship or Permanent Resident status.
6. **IF the joint sponsor filed taxes**, the joint sponsor **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS](#) website.
  - The return must have all pages in the correct order and stapled together
  - If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the [IRS](#) website.
7. **IF the sponsor is submitting assets to meet the minimum income requirement:**
  - Attach evidence of assets with a cash value that equals at least five times the difference between the sponsor's total household income and the poverty guideline for the sponsor's household size
  - Attach evidence of ownership, location and the value of each asset
  - Attach evidence of liens, mortgages and liabilities (if any) for each asset
  - Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the joint sponsor's employer should show the beginning date of employment, type of work done and income.

## Checklists for Preparing Affidavit of Support Forms

### Household Member's Documents Checklist

You need a separate Form I-864A Contract Between Sponsor and Household Member for **each** household member whose income and assets are to be considered.

1. **Verify** that the person submitting the form meets the definition of a household member and NOT the definition of a joint sponsor.
2. **Ensure** that:
  - All pages are in the correct order and stapled together
  - Each page is filled-out completely
  - The form is signed
3. **Verify** that the household member completed the household member's information.
4. **Verify** that the sponsor completed the sponsor's information.
5. **IF the household member filed taxes**, the household member **MUST** submit a copy of the most recent federal income tax return with all supporting schedules and/or W-2s or an Internal Revenue Service (IRS) transcript (even if the household member filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS](#) website.
  - The return must have all pages in the correct order and stapled together
  - If you did not have to file a tax return, attach a written explanation and a copy of the instructions from the IRS publication that shows you were not obligated to file. For general information on income tax obligations, visit the [IRS](#) website.
6. **IF the household member is submitting assets to meet the minimum income requirement:**
  - Attach evidence of assets with a corresponding cash value
  - Attach evidence of ownership, location and the value of each asset
  - Attach evidence of liens, mortgages and liabilities (if any) for each asset
  - Attach additional evidence, when annual income does not meet minimum income requirements. Evidence of current employment or self-employment includes a recent pay statement or a statement from your employer on business stationery. The letter from the household member's employer should show the beginning date of employment, type of work done and income.