

This is a SAMPLE packet.

Family-Based Green Card Filing Packet

Below is a redacted example of what GreenCardsUSA assembles for you: a signed I-130, signed I-130A, cover letter, filing-fee check reference, evidence checklist, and exhibit tabs — ready to mail to USCIS.

Petitioner	Alex Martinez (U.S. Citizen) — sample
Beneficiary	Marta Santos — sample
Relationship	Spouse
Filing forms	I-130 + I-130A
Mailing address	USCIS Chicago Lockbox (auto-selected by petitioner's state)
Filing fee	\$675.00 (I-130 · 2026 edition)

Your real packet will be built with YOUR family's information — pulled from the documents you upload. Nothing shown here is a real person.

1. Filing Checklist

Everything USCIS expects to see in this envelope:

- ☐ **Payment** — One check for \$675.00 payable to "U.S. Department of Homeland Security"
- ☐ **Form G-1145 (optional)** — For electronic notification of receipt
- ☐ **Form I-130** — Petition for Alien Relative — signed by the petitioner
- ☐ **Form I-130A** — Supplemental biographic form — signed by the beneficiary
- ☐ **Evidence — Petitioner ID** — Copy of U.S. passport, green card, or naturalization certificate
- ☐ **Evidence — Beneficiary passport** — Bio page + all visa/entry stamps
- ☐ **Evidence — Beneficiary birth cert.** — Original-language + certified English translation
- ☐ **Evidence — Marriage certificate** — Original-language + certified English translation
- ☐ **Evidence — Bona-fide marriage** — Joint photos, shared lease/mortgage, joint bank statements
- ☐ **Cover Letter** — Two-page letter listing every enclosure — signed by petitioner

Order matters — USCIS staff scan packets in this exact order. We assemble yours the same way, with tabs on every exhibit.

2. Cover Letter

Alex Martinez

1425 Oak Street, Apt 4B
Austin, TX 78704

February 21, 2026

U.S. Citizenship and Immigration Services
Chicago Lockbox — I-130 Family-Based Petition
PO Box 4053, Chicago, IL 60680-4053

RE: Petition for Alien Relative — I-130 • Petitioner Alex Martinez (SAMPLE)

Dear Sir or Madam:

Please find enclosed a completed I-130 petition on behalf of my spouse, Marta Santos, along with a completed and signed I-130A supplement, supporting evidence, and the filing fee of \$675.00.

Enclosures include: proof of my U.S. citizenship (copy of U.S. passport), our marriage certificate with certified translation, my spouse's passport bio page, my spouse's birth certificate with certified translation, and evidence of our bona-fide marriage (joint lease, joint tax return, and photographs).

Please contact me at (512) 555-0142 or alex.martinez@example.com if any further information is required.

Sincerely,

Alex Martinez, Petitioner

3. Form I-130 (auto-filled preview)

Every field on the I-130 is pre-filled from your uploaded documents. You review, correct anything, and e-sign — no re-typing.

Part 1 · Relationship to beneficiary	Spouse
Part 2 · Petitioner name	Alex Martinez
Part 2 · U.S. status	U.S. Citizen — by naturalization (2019-08-14)
Part 2 · Date of birth	1988-05-12
Part 2 · Country of birth	Colombia
Part 2 · SSN	XXX-XX-4218 (redacted)
Part 3 · Beneficiary name	Marta Isabel Santos
Part 3 · Beneficiary DOB	1990-11-03
Part 3 · Beneficiary country of birth	Mexico
Part 3 · Beneficiary passport #	P-XXXXXX9231 (redacted)
Part 4 · Marriage date & place	2023-06-17 — Austin, TX
Part 6 · Petitioner address history	3 addresses (2020-2026) — auto-populated
Part 7 · Petitioner employment history	2 employers (2021-2026) — auto-populated

Signature blocks are added when you e-sign — no printer or scanner needed.

4. Form I-130A (beneficiary biographic)

The I-130A collects the beneficiary's own 5-year address & employment history. GreenCardsUSA fills every field from what you already entered on the case.

Beneficiary name (native)	Marta Isabel Santos
Beneficiary name (native alphabet)	Marta Isabel Santos
DOB	1990-11-03
Country of birth	Mexico
Country of citizenship	Mexico
Address (5 yrs)	Auto-populated from beneficiary residence history
Employment (5 yrs)	Auto-populated from beneficiary employment history
Parents	Roberto Santos · Elena Santos

5. Exhibit List

Every document you upload becomes a numbered exhibit with a tab separator. USCIS reviewers open your packet and immediately see the index.

Exhibit	Description
EX-01	Petitioner U.S. passport (bio page)
EX-02	Marriage certificate (Spanish)
EX-03	Marriage certificate — certified English translation
EX-04	Beneficiary passport (bio page)
EX-05	Beneficiary birth certificate (Spanish)
EX-06	Beneficiary birth certificate — certified English translation
EX-07	Joint lease agreement (Austin, TX)
EX-08	2024 joint tax return (redacted)
EX-09	Wedding & family photos (12 images)

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