Immigration Fee Waivers

What is a fee waiver?
When you send an application to the immigration service, there is often a cost or fee that you have to pay for filing the application. In some cases you can ask for a “fee waiver.” If the immigration service approves your application for a fee waiver, you don’t have to pay the fee.

Who can get a fee waiver?
To get a fee waiver you have to show the immigration service that you can’t pay the filing fee. You need to prove 1 of these 3 things:

1. You get public benefits like food stamps, MFIP, SSI, or MA
   or
2. Your income is low
   or
3. You have financial trouble like big bills, or you lost your job or house

Only claim one of these things even if you can prove all of them. Immigration may turn you down for a fee waiver if you claim more than one.

How do I prove I need a fee waiver?
Here are some ways that you can show you need a fee waiver:

- If you put down that you get public benefits, send a copy of a letter from the county or Social Security Administration saying you get benefits. It should be a letter explaining that you get benefits, not a print out with codes on it that USCIS will not understand.

- If you put down that your income is low, send a copy of your most recent tax return and copies of your last 2-3 paycheck stubs.

- If you put down that you have financial trouble, send proof. For example, copies of large bills, a letter from your job saying you were laid off, or proof you are losing your house. Also send copies of all your monthly bills.
Can I ask for a fee waiver for any application?
You can’t use a fee waiver for all immigration applications. You can use it for applications like:

- **Form I-90** Application to Replace Permanent Resident Card
- **Form I-765** Application for Employment Authorization
- **Form I-751** Petition to Remove Conditions on Residence
- **Form I-821** Application for Temporary Protected Status (TPS)
- **Form N-400** Application for Naturalization (citizenship)
- **Form N-600** Application for Certificate of Citizenship
- **Form N-336** Request for Hearing on a Decision in Naturalization Procedures Under Section 336 of the Act (this is to appeal a denial of citizenship)
- **Form I-485** Application to Register Permanent Residence or Adjust Status. This is the application for a green card. You can get a fee waiver for some cases, not all. Some examples of when you can are: if you are an asylee, a victim of abuse, a U visa or T Visa holder, or applying through VAWA.
- **Form I-290B** Notice of Appeal or Motion. You can sometimes get a fee waiver for this form.

For more details and a full list of applications you can get a fee waiver for, click here or go to: http://www.uscis.gov/files/form/i-912instr.pdf. You usually can’t get a fee waiver for Deferred Action for Childhood Arrivals (DACA).

How do I apply for a fee waiver?
To apply for a fee waiver, fill out Form I-912. There is one attached to this fact sheet. Forms can change so it is a good idea to check that you have the most recent. You can also find it online. Click here or go to http://www.uscis.gov/files/form/i-912.pdf.

- Fill out Form I-912 online and print it, OR
- Fill out a printed Form I-912 CAREFULLY by hand in black ink

You can also get USCIS forms by calling the toll-free Forms Request Line at 1-800-870-3676.

Mail Form I-912. Attach proof of why you need a fee waiver and your completed application (I-90, N-400 etc). Do not mail them separately! Mail it to the address given in the “Where to File” instructions of your immigration application or petition form.

If immigration approves your fee waiver, they will send you a receipt notice with the filing amount listed as $0.
What happens if they say I can’t get a fee waiver?
If immigration turns you down for a fee waiver, they will send you a notice asking for more proof of why you can’t pay. They will send your application back and all the papers you sent with it. You have 2 choices:

1) You can resend the fee waiver application with the information they asked for, along with the application and other papers, or
2) You can just send in your application and pay the fee.

**WARNING:** Be very careful before sending an application to immigration. Sometimes if your application is denied you could be put in deportation proceedings. If you committed certain crimes, lied to the government, or other things, you could also be put in deportation proceedings. REMEMBER: Immigration can look at ALL your records!

Get help from an immigration lawyer. The lawyer can help you make sure everything is okay!

To find your local legal aid office by county go to: [www.lawhelpmn.org/resource/legal-aid-offices](http://www.lawhelpmn.org/resource/legal-aid-offices)

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**Filling Out Fee Waiver Form I-912**

**General Information**
If something on the form does not apply to you write "N/A" (Not Applicable) in the space unless the instructions tell you to do something else. If the answer is none, write "None."

If you need more space for an answer, use a separate sheet of paper. At the top of the sheet, write your name and Alien Registration Number (A-Number), if you have one. Also write the section number and item number you are answering.

- **Section 1 - Information about You**
Fill out information about you, if you are the person who needs the fee waiver. If you have dependents that are part of the application or petition you want the fee waiver for, you will give that information in Section 2.

**Line 1. a. Family Name** - Enter your last name. If you have 2 last names, put both in the Family Name box.

**Line 1. b. Given Name** – Enter your first name.

**Line 1. c. Middle Initial** – Enter your middle initial.
Line 2. Alien Registration Number - Enter your A-Number. If you do not have an A-Number, enter "None."

Line 3. Date of Birth - Enter your date of birth as "mm/dd/ yyyy." For example, enter May 1, 1979, as 05/01/1979.


Line 5. Applications and Petitions - Enter the form numbers of the applications and/or petitions that you are asking for a fee waiver for. For example: I-90, N-400 etc. The fee waiver request covers biometric service (fingerprints etc) fees, too.

- Section 2 - Additional Information If Dependent(s) Are Included In This Request

Line 7. Fill out the information on the chart for each dependent that is part of this request like your spouse, parents and children. Enter “None” for A-number and Social Security Number (SSN) if they don’t have one.

- Section 3 - Basis for Your Request (Why you need a fee waiver)

Mark the choice that shows why you are asking for a fee waiver. Only choose one! If you choose more than 1 your fee waiver may be denied.

Line 8. a. If you get public benefits (called “means-tested benefit” like MFIP, SSI, MA etc.) check "a." You have to send documents that prove you do. A recent document from the county or the Social Security Administration that shows the benefit and amount is good proof.

Fill out section 4, then skip to section 7 to sign. You are done.

Line 8. b. If you don’t qualify for public benefits but your household income is at or below 150% of the Federal Poverty Guidelines, check "b." You have to send paystubs and your current tax return that prove it. For Federal Poverty Guidelines go to: http://uscis.gov/I-912P. Click on the link that says I-912P.

Fill out Section 5, then skip to section 7 to sign. You are done.

Line 8. c. If you are having financial trouble, check "c." You have to send documents that prove it. For example: copies of large bills, a letter from your job saying you were laid off, or proof you are losing your house.

Note: This option is normally reserved for people with more than 150% income level, but are facing recent financial hardship.

Fill out Sections 5 and 6, then fill out section 7 to sign.
• **Section 4 - Means-Tested Benefit (public benefit)**

**Line 9.** Enter the name of each person getting a benefit. Benefits are things like MFIP, SSI, SNAP (food stamps) or MA. Write where the benefit comes from (agency), the date the benefit started, and check “yes” or “no” to show if the person is getting the benefit now.

If you are getting a means-tested benefit and have the papers to prove it, you are done. Skip sections 5 and 6, and go to Section 7 to sign.

• **Section 5 - Household Income**

**Line 9.** The form asks, “how many others in your household depend on the stated income?” Enter the number of dependents (for tax purposes) who live with you.” This means enter the people in your household on your tax return. If you don’t file a tax return, you should include the following people:
  - your spouse (if legally married)
  - your children under 21 who live with you
  - your children under 24 who are full-time students and live with you when they are not in school
  - you can also include your parents if they live with you

**Line 10.** Enter your household’s average monthly gross wage income. Gross income is the amount before taxes are taken out. This is how you figure it out: Add the money made by everyone in your household for the last 3 months. Your household is the people entered on your tax return. If you don’t file a tax return include the people listed in #9 above.

Take the total and divide by 3. The number you get is your household's average monthly wage income.

**Line 11.** Enter other money you get each month that is not included in Line 11. This could be spousal support, child support, unemployment compensation, etc.

USCIS will compare the total amount to 150% of the Federal Poverty Guidelines.

If you are below the 150% guidelines for your household size, go to Section 7 to sign.

• **Section 6 - Financial Hardship**

**Line 12.** Write about what is happening that makes it hard to have money for things like an application fee. Write about how it has cost you money and what the costs are. An example would be if you had a family medical issue and have big bills to pay. Or if your boss cut your hours or you lost your job, explain what happened and how much income you have lost. If you need more space, attach a separate sheet of paper. Always write your name, A-number, section and line number at the top of any extra pages.

**Line 13.** If you are unemployed, enter the date your job ended.
Line 14. If you are unemployed and get an unemployment check, enter the monthly amount you get.

Line 15. Enter your assets. Assets you need to write down are things like cars, bank accounts, property etc. Enter the value of each asset then add them together to get the total dollar value of your assets. If you need more space, use another sheet of paper. Always write your name, A-number and section and line number at the top of any extra pages.

**Note:** if you owe money on an asset like a car, the value is the current value minus what you owe on a loan. If there is more than 1 car, the amounts can be added together and listed only once.

Line 16. Enter how much each of the things on the chart cost per month. If you need more space, use another sheet of paper. Always write your name, A-number and section and line number at the top of any extra pages.

- **Section 7 - Your Signature and Release Authorization**

Line 18. After you read the release, sign and date Form 1-912. When you sign, you are promising that the information in the application and the other documents is true. Your signature also gives USCIS permission to get information on you from other agencies if they need it to help decide if you are eligible. This includes copies of your federal tax returns.

**NOTE:** Each person applying for a fee waiver must sign and date Form 1-912.
- If a child is 14 years old or older, the child must sign and date the form.
- If a child is less than 14 years old, the parent or legal guardian may sign and date for the child.
- If a person can’t take care of paperwork because of a disability, a legal guardian can sign and date the form. Include court documents showing proof of the guardianship.

Mail Form I-912 with proof of why you need a fee waiver and your application. Do not mail them separately! Mail it to the address given in the “Where to File” instructions of your immigration application or petition form.

To find other fact sheets, including any mentioned above, go to [www.lawhelpmn.org/LASMfactsheets](http://www.lawhelpmn.org/LASMfactsheets)

To find your local legal aid office by county go to [www.lawhelpmn.org/resource/legal-aid-offices](http://www.lawhelpmn.org/resource/legal-aid-offices)
Request for Fee Waiver
Department of Homeland Security
U.S. Citizenship and Immigration Services

Before you fill out this form, please read the instructions.

Section 1. Information About You (Provide information about yourself. If you are applying for a minor child, provide information about the minor child.)

Line 1. a. Family Name (Last Name)

Line 1. b. Given Name (First Name)

Line 1. c. Middle Initial

Line 2. Alien Registration Number

Line 2. Alien Registration Number

Line 3. Date of Birth

Line 4. Marital Status

Line 5. Applications and Petitions (Enter the form number(s) of the application(s) and/or petition(s) for which you are requesting a fee waiver.)

Biometrics services fees, where applicable, will be included in the fee waiver request.

Section 2. Additional Information for Dependent(s)

Line 6. Complete the Table below if applicable. (If you need more space, attach a separate sheet of paper.)

<table>
<thead>
<tr>
<th>Name (First, MI, Last)</th>
<th>A-Number (If applicable)</th>
<th>Is Individual Included in Fee Waiver Request?</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Relationship to You</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-</td>
<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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<tr>
<td></td>
<td>A-</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 3. Basis for Your Request (Check any that apply. For additional information, see the form instructions.)

Line 7. a. □ I am or a relevant member of my household is currently receiving a means-tested benefit. (Complete Sections 4 and 7.)

Line 7. b. □ My household income is at or below 150% of the Federal Poverty Guidelines. (Complete Sections 5 and 7.)

Line 7. c. □ I have a financial hardship. (Complete Sections 5, 6 and 7.)

Section 4. Means-Tested Benefit

Line 8. Complete the Table Below (If you need more space, attach a separate sheet of paper.)

<table>
<thead>
<tr>
<th>Name of Person Receiving the Benefit</th>
<th>Name of Agency Awarding Benefit</th>
<th>Date Benefit Was Awarded</th>
<th>Is This Benefit Being Received Now?</th>
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<tbody>
<tr>
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<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
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</tbody>
</table>

Section 5. Household Income (Provide evidence of monthly income or other support.)

Line 9. Other than you, how many others in your household depend on the stated income? □

Line 10. Average monthly wage income from household members □ (round to the nearest dollar)

Line 11. Enter other money received each month that is not included in Line 14. (This could include spousal support, child support, unemployment, etc.) □

TOTAL (USCIS will compare this amount to Federal Poverty Guidelines) □
Section 6. Financial Hardship

Line 12. Describe your particular situation. Be sure to include how this situation has caused you to incur costs (and what the costs were) or loss of income that you have experienced (and what that loss was). Complete this section in English; otherwise, provide an accompanying English translation. *(If you need more space, attach a separate sheet of paper.)*

If you are currently unemployed, you must complete Lines 13 and 14.

Line 13. Date that you became unemployed *(mm/dd/yyyy)*

Line 14. Amount of unemployment compensation (monthly) that you are receiving (enter dollars)

Line 15. List your assets and the value of your assets. *(If you need more space, attach a separate sheet of paper.)*

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>Value (enter dollars)</th>
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<tr>
<td>TOTAL Value of Assets</td>
<td></td>
</tr>
</tbody>
</table>
Section 6. Financial Hardship (Cont'd)

Line 16. List your average monthly costs, and provide evidence of monthly payments where possible. (*If you need more space, attach a separate sheet of paper.*)

<table>
<thead>
<tr>
<th>Type of Cost</th>
<th>Value (Enter Dollars)</th>
<th>Type of Cost</th>
<th>Value (Enter Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td></td>
<td>Loan Payment</td>
<td></td>
</tr>
<tr>
<td>Mortgage</td>
<td></td>
<td>Commuting Costs</td>
<td></td>
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<tr>
<td>Food</td>
<td></td>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Child/Elder Care</td>
<td></td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td><strong>TOTAL Monthly Costs</strong></td>
<td></td>
</tr>
</tbody>
</table>

Section 7. Your Signature and Authorization

*Do not sign your Form I-912 until it is complete and you are ready to file.*

I take full responsibility for the accuracy of all the information provided, including all supporting documentation. I authorize the release of any information, including the release of my Federal tax returns, that USCIS needs to determine my eligibility.

Each person applying for a fee waiver request must sign Form I-912. This includes individuals identified in Sections 1 and 2 if 14 years of age or older. (*If you need more space, attach a separate sheet of paper.*)

<table>
<thead>
<tr>
<th>Line 17.</th>
<th>Your Signature</th>
<th>Date (mm/dd/yyyy)</th>
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<tbody>
<tr>
<td></td>
<td>Printed Name</td>
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<th>Date (mm/dd/yyyy)</th>
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<td></td>
<td>Printed Name</td>
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<th>Additional Signature</th>
<th>Date (mm/dd/yyyy)</th>
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<td></td>
<td>Printed Name</td>
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<th>Line 17.3.</th>
<th>Additional Signature</th>
<th>Date (mm/dd/yyyy)</th>
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<td>Printed Name</td>
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<th>Line 17.4.</th>
<th>Additional Signature</th>
<th>Date (mm/dd/yyyy)</th>
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<tr>
<td>Line</td>
<td>Additional Signature</td>
<td>Date (mm/dd/yyyy)</td>
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<td>17.5</td>
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<td>17.7</td>
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