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St. Cyr Document Requirements:

1. Proof of family ties in USA
 - birth certificates of US-born children, adoption/foster paperwork
 - proof of US citizenship or permanent resident status of spouse
 - for non-immediate relatives, we need of copy of permanent resident cards of relatives plus copy of most recent driver's license and statement of relationship to foreign national, providing home address and telephone number
2. Proof of residency of long duration in USA
 - leases, titles to real estate
 - school records of foreign national, if any
 - evidence of educational/professional training in USA, if any, of foreign national
3. Evidence of hardship to the foreign national and family if deportation occurs
 - psychological evaluations to children is recommended discussing impact if the father of children must live in another country while the children remain in USA and if the family immigrates to Mexico
 - financial hardship to family: need to prepare monthly budget sheet, listing all household expenses with proof of major expenses, and then proof of wages for foreign national and if spouse is employed outside the home, proof of wages
4. Service in Armed Forces, if any
5. Evidence of history of employment
6. Evidence of property or business ties
7. Existence of value and service to the community
8. Proof of genuine rehabilitation if a criminal record exists
 - Obtain certified criminal record check from all states where lived after criminal conviction
 - Any other evidence of rehabilitation

9. Evidence attesting to foreign national's good character

- Attorney's office needs list of no more than 5 people who will testify in person at Individual Hearing in Charlotte, with all contact information
- Character reference letters from people who will *not* be testifying in Charlotte
 - ▶ Letters need to be signed in front of notary public and a copy of person's government issued identification must be attached (such as driver's license or passport)
 - ▶ Person writing letter must provide full name with all contact information. Must state length of time has known foreign national and in what capacity. Letter needs to describe action(s) that they believe indicates good character of foreign national.

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Character Reference Letters

Character reference letters are used to present to an Immigration Court Judge, of the Executive Office for Immigration Review (within the U.S. Department of Justice), to show that the foreign national has shown good moral character since his/her criminal conviction.

You have been requested to assist in providing a character reference letter for the foreign national. The letter should be addressed, without a physical address, to: U.S. Department of Justice, Immigration Court, and directed to: "Dear Immigration Judge." We would like for you to have your letter signed in front of a notary public (see attached for the wording to add to your letter for notarization). We will also need a copy of a valid form of picture identification attached to the letter (driver's license or passport).

The letter should provide your name and contact information, including telephone number. If you are a U.S. citizen or lawful permanent resident, state such. Those without legal status in the U.S. should not submit a character reference letter. State how you know the foreign national and how long you have known him/her.

The primary goal is to convince the Immigration Judge that the foreign national has good standing within the community since his/her criminal conviction in the United States. We want to show that the foreign national has strong ties to the local community through work, family, friends, and/or service. The letter should discuss good deeds of the foreign national and how he/she contributes in a positive way to your local community.

Any other pertinent information that you believe would be helpful can be included.

Thank you for your assistance.

[WORDING TO ADD AT END OF YOUR LETTER FOR NOTARY]

STATE OF NORTH CAROLINA)
COUNTY OF _____)

Sworn to and subscribed before me this
____ day of _____, 2011.

Notary Public

My Commission Expires:

SAMPLE

Date

U.S. Department of Justice
Immigration Court

Re: [Insert foreign national's name]

Dear Immigration Judge:

My name is *[insert name]* and I reside at *[insert complete address, including telephone number]*. I am a U.S. citizen *[or, if a lawful permanent resident, state such]*. I have known *[insert foreign national's name]* for *[number of years]* and I am *[state your relationship to foreign national]*.

As *[insert foreign national's name]* friend/relative *[insert correct relationship]*, I believe that *[insert he or she]* has shown good moral character since he/she was convicted of his criminal offense. *[insert foreign national's name]* is a trustworthy and reliable person. *[Give an example of why you believe this]*.

[Insert any additional information you would like the Judge to know to convince him to grant bond].

Sincerely,

[SIGN THE LETTER BEFORE NOTARY PUBLIC]

STATE OF NORTH CAROLINA)
COUNTY OF _____)

Sworn to and subscribed before me this
____ day of _____, 2011.

Notary Public

My Commission Expires:
