



MARTA V. CANOSSA, ESQ.  
ADMITTED IN MISSISSIPPI  
CANOSSA@OCALEGAL.COM

HECTOR R. ORTEGA, ESQ.  
ADMITTED IN CALIFORNIA  
ORTEGA@OCALEGAL.COM

700 WILSHIRE BLVD., SUITE 500  
LOS ANGELES, CA 90017  
TEL: (213) 347-0051  
FAX: (213) 347-0052  
WWW.OCALEGAL.COM

## How to get fingerprinted by the U.S. Citizenship and Immigration Service (“USCIS”):

When your applications are received by the Immigration Service, you should automatically receive in less than a month a fingerprinting appointment notice to meet with Immigration Service Agents. In this appointment you will be requested to provide biographical information, your fingerprints and a your digital photo will be taken. You must attend to this appointment, and can follow the recommendations in point number 2 of these instructions.

Attendance to this appointment is mandatory for most applications filed with the Immigration Service. The result of these background check will help the Immigration Service and Immigration Judges establish if prior arrests or convictions of an immigrant in the United States will affect his or her eligibility to become a Citizen of the United States, or become or continue to be a Legal Permanent Resident of the United States. The results could also serve as evidence of a clean criminal record and a good moral character.

If you do not receive this appointment within 90 days since your applications were received by the Immigration Service, you can call the Immigration Service to ask for guidance on how to obtain your appointment, or your attorney (if you have one) or you can schedule your own appointment. Also remember that **your fingerprints will expire in 15 months since last taken. If you have a case before the Immigration Court, you must make sure of having your fingerprints retaken or that your fingerprints be current at all times. If you do not comply with this process, your application could be considered abandoned and could be deported.**

### To be fingerprinted, you can schedule your own appointment. This is a two step process:

1. You must request an appointment to have your fingerprints taken and provide USCIS with your Biographical information:
  - a. Go to the main entrance of the Federal Building at 300 N. Los Angeles St. Show this notice to the guard. **THE BUILDING OPENS AT 7:00am DO NOT GET IN THE LINE FOR ROOM 1001.** You may be required to present valid identification in order to enter the building.
  - b. Go to USCIS cashier office. The location of this office changes periodically. You will find the floor and room number for this office in one of the bulletins located at the back left of the building’s main lobby (close to the elevators.) Show them your Notice to Appear (NTA) or your original hearing notice from the court. You will be referred to the cashier in that room to pay the \$80.00 fee. Pay the fee and keep the receipt.
  - \* When you go to the USCIS cashier’s office, take the following documents:
    - i. Your original Immigration Court Hearing Notice.
    - ii. Receipt for payment or receipt of request of fingerprints or \$80 cash, in Money Order or personal check.
    - iii. If you have recently changed your address, change of Address Form (Form E-33)
    - iv. Your I.D. (for example: state I.D., Driver’s License or Passport.) Although in this occasion is probable that you will be able to schedule your appointment without having your I.D., the cashier may ask you for personal information such as your date of birth. In any case, an I.D. will be needed in the next step of the process.
  - a. Then request the receipt for payment or the date of your fingerprinting appointment (the cashier should know in advance the date and place of the assigned appointment.) The cashier will schedule you for an appointment at an Application Support Center (“ASC”).
2. Deber asistir a su cita para tomarse sus huellas:
  - a. A más tardar 2 semanas después de haber ido a solicitar su cita para tomarse sus huellas, le debería de llegar un documento del Servicio de Inmigración con el lugar y la fecha donde debe presentarse.
  - b. *Take the following on the day of your appointment to the ASC.*
    - i. Your ASC (Fingerprinting) Appointment.
    - ii. You receipt for payment or request of appointment.
    - iii. Your original Immigration Court Hearing Notice.
    - iv. Your I.D. (for example: state I.D., Driver’s License or Passport.)
  - c. **Make sure that your 10 fingerprints are taken (not only one fingerprint as is done occasionally)** and your digital photo is taken.
  - d. The ASC will give you written proof that your fingerprints were taken (document with red stamp).
  - e. You will need to show this proof to the court.

To show that you complied with this process return to the Los Angeles Immigration Court on your scheduled hearing date with:

- i. The applications and petitions that you have paid for.
- ii. Written proof (document with red stamp) confirming that prints were taken for each person fingerprinted.