



**TANTER-SMITH**  
LAW GROUP, PLLC

## Client Intake Form

*The information you are providing on this form is confidential and is only used for our office purposes.*

The initial consultation cost is \$ 50. If you are unable to pay, please speak to the staff who will assist you today.

**Part A.**

Today's date: \_\_\_\_\_

_____	_____
Last Name (use complete name)	First Name (use complete name)

_____ Address	_____ City	_____ State	_____ Zip code
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(_____) _____ Telephone Number: Home	(_____) _____ Telephone Number: Cell
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_____ Are you employed? (yes or no)	_____ Current employer's name	\$ _____ Monthly Income
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_____ Emergency Contact Person	(_____) _____ Their Telephone Number: Home
	(_____) _____ Their Telephone Number: Cell

_____-_____-_____. Social Security Number	A- _____ Immigration "A" Number
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Language Spoken:	_____ Spanish?	_____ Other?
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_____	_____
Date of Birth (month-day-year)	Country of Birth

Marital Status: (Check one)	Single	Divorced
	Married	Widow(er)

Race: (Check one)	Hispanic	African - American	Other
	Caucasian	Native American	

Current Immigration Status: (Check one)	Permanent resident	Without legal status
	U.S. citizen	Refugee

Date of ALL entries into the United States: Beginning with the most recent one	Port of entry	Did you enter with inspection?
		Yes    No
		Yes    No
		Yes    No
		Yes    No
		Yes    No
		Yes    No

*To better serve you, please describe why you are here today and what kind of assistance you need?*


Please check off the boxes that apply to you:

	Applying for a family member?
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	Is a family member applying for you?
	Interested in obtaining citizenship of this country for yourself?
	Renewing your work permit?
	Renewing or replacing your <u>Legal Permanent Resident</u> card?
	Other

Have you already consulted with another legal provider regarding your case?	Yes <b>If your answer is ‘yes,’</b> please answer who, when, and where:	No	
Who:			
When:			
Where:			
Do you have any deadlines, such as:	Yes	No	Court dates
	Yes	No	Filing deadlines
	Yes	No	Other _____

Have you ever been arrested or incarcerated for any kind of offense?  If your answer was “yes,” then please explain below when, where, for how long, and why?	Yes	No
When:		
Where:		
For how long:		
Why:		

**Part B. List every address where you have lived for the last five years:**

	Address	When did you <b>begin</b> living there?	When did you <b>leave</b> ?
1.			
2.			
3.			
4.			
5.			

**List the last address outside the United States where you lived for more than one year:**

Address	When did you <b>begin</b> living there?	When did you <b>leave</b> ?

**List every place where you have worked for the last five years:**

Name and Address of Company	When did you <b>begin</b> working there?	When did you <b>stop</b> working there?
1.		
2.		
3.		
4.		
5.		

Name of your parents:	Father
	Mother

Parent's date and place of birth:		Date of Birth	Place of Birth
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Have you sponsored or helped to sponsor someone else?	Yes      No
<b>If your answer is ‘yes,’ please give the name and date of sponsorship (below):</b>	
Name of person sponsorship:	
Date of sponsorship:	

**Part C.**                      **This part is only for naturalization applicants.** If you are not applying for naturalization, please go to **“Part D”** to sign.

What is your spouse’s status? Please check the box that applies:	
	Legal Permanent Resident
	U.S. Citizen
	Without documents
	Other
If your spouse is a U.S. citizen, did he or she obtain citizenship through a U.S. citizen spouse?	Yes No
When did your spouse obtain the status?	Date:
Where did your spouse obtain status	City, State:
Is your spouse or ex-spouse a <u>U.S. Citizen</u> ?	Yes          No
Is your spouse or ex-spouse a <u>Legal Permanent Resident</u> ?	Yes          No
If you answered ‘yes’ to the above question, did you receive <u>Legal Permanent Residency</u> thru your spouse or ex-spouse?	Yes          No

Please list each and every trip you made outside of the USA since becoming a permanent resident:

When did you leave?	When did you return?	Where did you go?	How many days were you outside of the U.S.?
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What is your height?		What is your weight?	
What is your eye color?		What is your hair color?	

**Part D.**

How did you learn about us?

	Walk-in	Other
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I authorize the Immigration Specialist and/or attorney at Tanter-Smith PLLC along with their staff and consultants, to assist me in completing this form so that they may determine whether or not they will accept my case.

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Date*