

Dear Prospective Client:

Enclosed please find an "Initial Intake" sheet that provides us with basic information about you. The information that you provide is confidential and will assist our staff in determining the appropriate services and respective fees that will apply to your case. A consultation is required to determine your eligibility for immigration benefits and our services. A fifty-dollar (\$50.00) consultation fee applies.

The form must be completed and returned to us with a money order for fifty dollars (\$50.00) in order to schedule your appointment. Money orders should be payable to **Catholic Charities of Central Florida, Inc.** Please be advised that we **do not** accept personal checks.

Upon receipt of these items, our receptionist will call you and confirm the appointment date and time. Please bring all your relevant immigration documents/information to your appointment. See the back of this page for a general list of documents.

Please note the following:

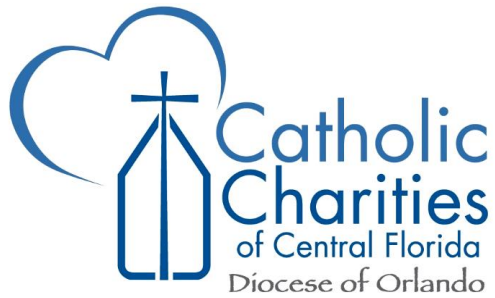
- If you are unable to make your appointment, **please call at least 24 hours in advance to reschedule or cancel.**
- If you **cancel** your appointment within 24 hours, a processing fee of twenty-five dollars (\$25.00) will be deducted from the consultation/appointment fee.
- If you **fail** to reschedule or cancel within 24 hours or if you **fail** to bring the documents requested, the fifty dollars (\$50.00) consultation/appointment fee **will not be refunded.**
- If you **fail** to arrive on time, you will be **required** to reschedule. A rescheduling fee of twenty-five dollars (\$25.00) will apply if you reschedule within thirty (30) days.

Please understand that the submission and payment of the "Initial Intake" does not mean that Immigration Legal Services (ILS) has accepted your case for anything other than advice or a limited service. ILS will not represent you, unless ILS and you mutually agree and sign a **separate** agreement for services; additional fees for services may apply. If an agreement is made, an ILS staff attorney, accredited representative, or a staff member may work on your case. The advice given is only the opinion of the ILS staff attorney or accredited representative, and ILS does not guarantee the outcome of your case.

Our space is limited, please only bring your child(ren) if they need to sign paperwork. Please note that you must provide your own interpreter unless otherwise indicated. Should you have any questions concerning the information provided, please call our office for further information.

Sincerely,

  
Vanessa McCarthy  
Supervising Attorney



**PLEASE BRING THE FOLLOWING DOCUMENTS:**

- **Passport**
- **I-94 Card & Visa**
- **Alien Registration Card (Green Card) \* if you have one**
- **Naturalization Certificate \* if you have one**
- **Any documents from Immigration (USCIS, CBP, ICE or Immigration Court) showing your current status**
- **Any correspondence or notices from Immigration**
- **Driver's License or State Identification Card**
- **Social Security Card**
- **Birth Certificate**
- **Marriage Certificate**
- **Divorce Certificate**
- **Death Certificate**
- **Certified Court and Police Records**  
**\*\* Only if you have been a victim of a crime or have been arrested, cited or detained**
- **Approval letter for DCF benefits**
- **Proof of income (Tax Returns, W2, paystubs, Social Security benefits, etc..)**
- **Any other documents you think is relevant**

**OTHER DOCUMENTS NEEDED:**

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