

# H-1B Questionnaire

**Delgado Rompf Bruen LLC**  
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## Part A: Information Regarding the Employer

Full Company Name:

Full Company Address:

Phone #:

Email:

Fax #:

Website:

NAICS code:

Point of Contact	Signatory for petition & support letter
Name:	Name:
Title:	Title:
Email:	Email:

## Part A: Information Regarding the Employer Continued

Company IRS Tax #:

Year company was established:

Type of business:

Current # of employees:

Current # of H-1B employees:

Current # of L-1A and L-1B employees:

Are you a parent company of another company, or own at least 80% of another company? If yes, how many employees are at the other companies and how many of them are H-1B workers?

Gross annual income:

Net annual income:

Has the company received TARP funding? Yes  No

Are you an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965, U.S.C 1001(a)? Yes  No

Are you a nonprofit organization or entity related to or affiliated with an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965, U.S.C 1001(a)? Yes  No

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Do you require a license under the Export Administration Regulations (EAR) or the International Trade in Arms Regulations (ITAR) to provide necessary, job-related information about your company's products, processes, or research to your foreign employee? If you have questions about whether a license is required under the EAR or ITAR, please refer to [http://www.gpo.gov/bis/ear/ear\\_data.html](http://www.gpo.gov/bis/ear/ear_data.html) and/or [http://www.pmdtdc.state.gov/regulations\\_laws/itar\\_consolidated.html](http://www.pmdtdc.state.gov/regulations_laws/itar_consolidated.html) and consult with an attorney experienced in export control regulations.

Yes  No

Do you want this case processed under the Premium Processing Program (requiring an additional \$2,500.00 fee)? <sup>1</sup> Yes  No

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<sup>1</sup> Premium Processing Service provides faster processing for certain employment-based petitions and applications. Specifically, USCIS guarantees 15 calendar day processing to those petitioners or applicants who choose to use this service or USCIS will refund the Premium Processing Service fee. If the fee is refunded, the relating case will continue to receive expedited processing. If a Request for Evidence (RFE) is issued in the first 15 days of processing, USCIS will adjudicate the case within 15 days of receiving a response to the RFE.

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Please forward any company brochures that are available. If you do not have a company brochure, please give us some specific details about your company, including your company's mission, the type(s) of services you provide, number/type/location of client you serve, etc.:

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**Part B: Information Regarding the Proffered Position**

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Title of position offered to the foreign national:

SOC(ONET/OES) code:

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Nontechnical/brief description of the job:

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Title of prospective employee's immediate supervisor:

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Does this position require a State license or certification? If yes, describe and provide a copy of the license and/or certification.

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Does this position require a bachelor's, a master's, or higher education degree in a specialty related to the occupation? If yes, please note the level of degree level and explain why this degree is required to perform the duties of the position:

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Major/Primary Field of Study:

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Address where foreign national will work (if different than the company address listed above or if more than one location). If employee will be assigned to other locations; please also describe for how long in each location (e.g. less than 90 days, more than 90 days, etc.)

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# of work hours per week:

Wages (annually, weekly, monthly or hourly):

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Other Compensation offered (health benefits, vacation, etc.):

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Value of benefits offered:

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Dates of intended employment (from-to):

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Detailed job description for the position being offered (with percentages for each duty). Please attach a copy of the official company/organization job description. If none exists, please include below the position's duties, responsibilities, equipment/computer skills utilized, and other important aspects of the job:

Is this position, a research and/or development position? \_\_\_\_\_

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**Part C: Information Regarding the Prospective Employee**

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Full name (first, middle, surname)- please print surname in CAPS:

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Current U.S. address (if applicable):

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Phone #:

Email:

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Foreign address (**required**):

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Phone # abroad:

Email abroad:

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Birth country:

Birth city/province:

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Date of birth:

Social Security #:

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Current immigration status in the U.S.:

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Marital Status:      Single  Married  Widowed  Divorced

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**If married, please provide the following information:**

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Spouse's Full Name:

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Spouse's Date of Birth:

Spouse's Place of Birth:

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Spouse's Current Address:

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Spouse's Immigration Status in the U.S.:

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If eligible, would your spouse like to apply for employment authorization?  Yes  No

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Child's Full Name:

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Child's Date of Birth:

Child's Place of Birth:

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Child's Current Address:

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Child's Immigration Status in the U.S.:

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Child's Full Name:

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Child's Date of Birth:

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Child's Place of Birth:

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Child's Current Address:

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Child's Immigration Status in the U.S.:

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Child's Full Name:

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Child's Date of Birth:

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Child's Place of Birth:

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Child's Current Address:

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Educational Background – please provide degree level, date degree was received, and school name/ location that awarded the degree, for each degree received:

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Child's Immigration Status in the U.S.:

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**Please provide the following information about your current employer (if applicable)**

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Company Name:

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Company's Address:

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Job title with this employer:

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Dates of employment (from/to):

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Nonimmigrant status during employment:

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### Requested documentation

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- Current resume
- Complete photocopy of current passport and any expired passports, including all blank pages
- Photocopy of most recent I-94 arrival/departure record
- Photocopies of all diplomas and transcripts received, including certified English translations (if necessary)
- Letters of recommendations, awards, etc. that pertain to the field in which the prospective employment is being offered
- Photocopies of all I-20 forms
- Photocopies of all EAD cards (employment authorization documents)
- Photocopies of all Forms I-797, Notice of Approval, issued by the USCIS
- If currently employed, photocopies of **3 most recent** paystubs
- Photocopies of spouse/children's passports and I-94 arrival records (if applicable)
- Photocopies of marriage certificate and children's birth certificates, with certified English translations (if applicable)

Please answer the following questions:

1. Have you ever been refused a visa at a U.S. consulate or denied entry to the United States?
  2. Has anyone filed an immigrant petition or labor certification for you or your spouse.
  3. Have you ever entered the United States without inspection or encouraged or assisted anyone else, including your children, to do so?
  4. Have you ever lied or misrepresented anything to an immigration officer?
  5. Have you ever used false documents to obtain a visa or entry into the United States?
  6. Have you ever been stopped by immigration officers or been placed in deportation/removal proceedings?
  7. Have you ever registered to vote or voted in a U.S. election?
  8. Have you ever claimed to be a U.S. citizen for any reason, including employment?
  9. Have you ever worked without authorization?
  10. Have you ever used false documents to work?
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11. Have you ever been involved with the use or trafficking of drugs or narcotics (including marijuana)?
  12. Have you ever been a member of any communist, totalitarian or terrorist party/organization?
  13. Have you ever been to the U.S. on a J-1 visa?
  14. If you are a male that lived in the United States between the ages of 16 and 26, have you registered for the Selective Service? Please note, some nonimmigrants are not required to register.
  15. Have you ever been the victim of a crime in the United States?
  16. Do you fear returning to your home country?
  17. Do you have any tattoos? Tattoos are used by immigration officials to identify criminal gang members.
  18. Do you currently owe taxes to the U.S. government?
  19. Have you or anyone in your household received any public assistance benefits?

If you answered yes to any of the proceeding questions, please explain:





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**Once questionnaire has been completed, please return to the office. Thank you!**