



DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION –

CHECKLIST:

Purpose: Immigration Filing Fees for (insert employee's name) _____

Amount: See ICS Filing Fee Guidance
Payable to: US Department of Homeland Security
USIC
Address: Attn: I-140
P.O. Box 660128
Dallas, TX 75266

See ICS Filing Fee guidance at <http://www.ttuhs.edu/hr/IES.aspx>