Instructions for Requesting Checks for H1-B Petitions

Instructions:

Department will need to submit a check request for each check, as applicable, mentioned below (please put the name of the H-1 person on the request). Please specify that the check is NOT to be mailed. Please ask to call Kelly (x2129 or x2221) in HR to pick up the check. Procurement needs the address to be put on the checks.

1) Checks needed all must be separate checks addressed as instructed below (These fees must be paid by the department, not the visitor).
   a) $325 for H-1 or O-1 Petition Payable To:
      Department of Homeland Security
      Vendor #A6907400100
   b) $500 Anti-Fraud Check Payable To:
      Department of Homeland Security
      Vendor #A6907400100
      (The Anti-Fraud fee should only be paid for the first time H-1 applicant or for a Change of Employer H-1 applicant.)
   c) Address on Checks:
      Department of Homeland Security
      US Citizenship and Immigration Services
      California Service Center
      ATTN: CAP EXEMPT H-1B Processing Unit
      24000 Avila Rd., Room 2312
      Laguna Niguel, CA 92607-3004

2) And Optional Premium Process (a 3rd Separate Check)
   $1225 Premium Processing (Optional) Payable to:
   Department of Homeland Security
   Vendor #A6907400101
   *** If premium processing, all 3 checks need to have this address ***
   Department of Homeland Security
   US Citizenship and Immigration Services
   California Service Center
   PREMIUM PROCESSING
   ATTN: CAP EXEMPT Processing Unit
   24000 Avila Rd., Room 2312 Laguna
   Niguel, CA 92677

Please do NOT mail the checks. The checks need to be sent with the H-1 I-129 petition by the Office of Human Resources. For any questions, please contact Kelly Anderson at x2129 or kellyanderson@utdallas.edu