Instructions to Request Checks for H1-B Petitions

Instructions:

Department will need to prepare a purchase voucher for each of the check, as applicable, mentioned below (please put the name of the H-1 person on the voucher). On the voucher, highlight the instruction that the check is **NOT to be mailed**. Tell Gina to call Kelly (x2129 or x2221) in HRM to pick up the check.

**Procurement needs the address to 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)
   $1000 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.
   Laguna Niguel, CA 92677

To EXPEDE the process: Please hand deliver the purchase voucher directly to Gina (do not leave at the front desk in Procurement)

Please do NOT mail the checks. The checks need to sent with the H-1 I-129 petition by HRM.

For any questions, please contact Kelly Anderson at x2129 or Nancy Bowles at x2223 in HRM.