

# Instructions to Request Checks for H1-B Petitions

## Instructions:

Department will need to prepare a purchase voucher for each of the checks, 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 2221) 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) \$320 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 \$500 Anti-Fraud fee should only be paid for first time H-1s or for a Change of Employer H-1)*

c) Address on checks:

Dept of Homeland Security

U. S. Citizenship and Immigration Services

California Service Center

ATTN: CAP EXEMPT H-1B Processing Unit

P.O. BOX 30040

Laguna Niguel, CA 92607-3004

2) **And Optional PREMIUM PROCESSING ( a 3<sup>rd</sup> Separate Check)**

**\$1,000 Premium Processing (Optional) Payable to:**

Department of Homeland Security

Vendor # A6907400101

*If premium processing, all 3 checks addressed to this address:*

**Dept of Homeland Security**

**U. S. Citizenship and Immigration Services**

**California Service Center**

**PREMIUM PROCESSING**

**ATTN: CAP EXEMPT H-1B Processing Unit**

**24000 Avila Road, Room 2312**

**Laguna Niguel, CA 92677**

To EXPEDITE 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 check(s); need to be sent with the H-1 petition by HRM.**

For any questions contact Kelly Zimmerman at x 2129 or Nancy Bowles at x 2223 in HRM