

Thompson Immigration Law Associates

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“PERM” Labor Certification Document Request

- *Please make sure the copies are enlarged and clear so that all stamps and entries are readable.*
- *Please provide both original language and English translations of all documentation, and include a “Translation Certification” (using the sample included at the end of this document) with each translation.*
- *Note that the translation can be done by anyone, and need not be done by a translation service or be notarized (or legalized).*

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1. A copy of a recent payroll stub.
 2. A *detailed* job description for the position for which you are being sponsored.
 3. A list of any special requirements, certifications or licenses required for the position.
 4. If you currently have a work visa and your visa petition was *not* filed by Thompson Immigration, a copy of your most recent work visa petition *including supporting documents*.
 5. A copy of your current resume sorted by your dates of employment and actual employer. Please include a job description and skill sets used for each position.
 6. A copy of your college diploma(s) and transcripts.
 7. A copy of any certifications or licenses that relate to the job for which you are being sponsored.
 8. A copy of any educational or work history evaluations conducted on your behalf.
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Translation Certification

I certify that I, _____, speak, read and write both English and _____, and that the attached document, _____, is a true and accurate translation of the original.

Signature

Date