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DOCUMENT SUBMISSION GUIDE POSITION: TRUCK DRIVERS

The following table contains all documents that must be submitted to for each candidate.

STAGE 1 (Required for Processing)	1	Permanent Resident Application Form
	2	Profile Picture
	3	Video interview in English
	4	Commercial Driver's License + translation
	5	Criminal Record Verification + translation
	6	Driver Accident History Verification + translation
	7	Passport (<i>must be valid for a minimum of 14 months</i>)
	8	Pre-Medical Certificate (or proof of payment)
	9	U.S.A. Visas (<i>if ever had one</i>)
	10	Employment Verification Format
	11	Birth Certificate
	12	Marriage Certificate (<i>if legally married</i>)
	13	Marriage Termination Certificate (<i>if applicable</i>)
	14	Employment Verification Letter (refer to sample) + translation if not in English
	15	Family Questionnaire (<i>completed electronically</i>)
STAGE 2 (Required max. 30 days after DOL submission)	16	Police Clearance Certificate
	17	Military Records (if applicable)
	18	DS-260 Questionnaire (completed electronically)
Family	The above documents are also required from any additional family members you wish to include in your immigration process (spouse and unmarried children under the age of 21)	
Other	Additional relevant documents for each region but not required across the board	

EVERY DOCUMENT THAT IS IN A FOREIGN LANGUAGE MUST INCLUDE ENGLISH TRANSLATION

Documents Instructions:

- Candidates must have the required experience/qualifications to be processed
- All documents should be reviewed by us before submission
- Document copies must be 100% legible
- Documents must be saved separately in .PDF or .jpg format
- Documents that require to be scanned from 2 sides should be combined into one file
- Documents should be named as follow: **1 – EB-3 APPLICATION FORM - SURNAME, Name; 2 – PROFILE PICTURE – SURNAME, Name,** and so on...
- Documents that require translation should contain the original and English translation: **1 – EB-3 APPLICATION FORM - SURNAME, Name, 2 – PROFILE PICTURE – SURNAME, Name,** and so on...
- Documents should be made available via e-mail in pdf.
- All documents must be in line with the NVC documents guidelines:
<https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>

*We require the candidate's data log to be updated once a week with the status of their documents.

DOCUMENTS INSTRUCTIONS:**1. PERMANENT RESIDENT APPLICATION FORM**

Candidates must follow the instructions contained in the online EB-3 Worksheet in our Immigration portal.

2. PROFILE PICTURE

We require a full-face color photo of the candidate taken within the last 6 months, similar to a passport photo. Must be saved in .jpg

3. VIDEO INTERVIEW IN ENGLISH

Candidates must record a casual video of maximum 1 minute long answering the following questions:

- Complete name and background
- Previous experience
- Reason why the candidate wants to immigrate to the USA

We will not accept any videos recorded while driving.

4. COMMERCIAL DRIVER LICENSE AND CDL APPLICATION

It is essential to submit a copy (front and back) of the candidate's valid CDL and fill out CDL application. The copy must show the required driving category.

5. CRIMINAL RECORD VERIFICATION

Document needs to be submitted together with a translation if was not issued in English.

6. DRIVER ACCIDENT HISTORY VERIFICATION

Document needs to be submitted together with a translation if was not issued in English.

7. PASSPORT

Passport must be valid for a minimum of 18 months from date of submission.

8. PRE-MEDICAL CERTIFICATE (Or proof of Payment)**9. U.S.A. VISAS** (If ever had one)**10. EMPLOYMENT VERIFICATION FORMAT**

Employment to be verified by an HR manager or agency/recruiter.

11. BIRTH CERTIFICATE

Birth Certificate cannot be laminated.

12. MARRIAGE CERTIFICATE

Marriage Certificate cannot be laminated.

13. DIVORCE OR SPOUSE'S DEATH CERTIFICATE (*if applicable*)

Divorce or death certificate of a previous spouse.

14. EXPERIENCE VERIFICATION LETTER (EVL)

The standard form of documentation of work experience is a letter from a former employer, academic advisor, or professor, **stating the job title, hours worked per week, dates of employment, and brief description of duties.**

15. FAMILY

Each family member will need to fill out a separate worksheet for an immigrant visa application on our portal.

16. POLICE CLEARANCE CERTIFICATE

Candidates must obtain a Police Clearance from every country that they have previously lived for at least 6 months since the age of 16.

17. MILITARY RECORDS

If candidate has served in a military, a copy of military record/card/certificate is required.

18. DS-260 QUESTIONNAIRE

Candidates must follow the instructions and complete the online DS-260 Form maximum 30 days after DOL approval.
