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**DOCUMENT SUBMISSION GUIDE**  
**POSITION: TRUCK DRIVERS**

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

<b>STAGE</b> <b>1</b>  (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> )
<b>STAGE</b> <b>2</b>  (Required max. 30 days after DOL submission)	16	Police Clearance Certificate
	17	Military Records (if applicable)
	18	DS-260 Questionnaire (completed electronically)
<b>Family</b>	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)	
<b>Other</b>	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.

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**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.

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