

Attention!

A Notary Public license does NOT authorize a person to advise you on immigration matters.

In the United States, a Notary Public is NOT an attorney and is NOT authorized to give legal advice.

Tips to Protect Yourself

- **Don't** let anyone convince you that lying on an immigration form is a good idea. It's not. Lying can cause you to be permanently banned from getting any immigration benefit—or can lead to you being deported.
- **Be Careful!** If a provider is doing anything they shouldn't be, stop using them.
- **Never** sign blank immigration forms. An immigration application is under your name. Know what it says—signing a blank form puts you at risk.
- **Never** pay someone for an immigration form—they are all free online at United States Citizenship and Immigration Service's website: www.uscis.gov

Only Two Types of People Can Give You Legal Advice:

- Attorneys
- Accredited representatives approved by the Board of Immigration Appeals at the U.S. Department of Justice

How Are Immigration Assistance Providers Regulated?

The Department of Licensing and Inspections requires all immigration services providers to register their businesses.

Go to: www.phila.gov/li

All registered businesses must post fee schedules.

All registered businesses must post a visible sign stating that they are not attorneys.

All registered businesses must have a \$50,000 insurance bond.

Complaints

If you have a complaint about an immigration assistance provider, call Philly 311

Dial 215-686-8686 from any phone.

Resources

For more information about the ordinance, visit the website for the Office of Immigrant Affairs:

www.phila.gov/oia



Immigration Assistance Providers

Know Your Rights, Protect Yourself!



The Do's and Don'ts of Providers in Philadelphia

AS A CUSTOMER, YOU HAVE

☑ THE RIGHT TO: ☑

☑ Get a written contract

- That is in a language you can understand.
- That explains the specific services and how much you will pay

☑ Cancel the contract

- You can cancel the contract at any time.
- If you cancel within three (3) business days of signing, you can get all your money back.

☑ Get receipts for every payment

- Get a receipt every time you pay.
- Receipts must include date, amount paid, and list of provided services.

☑ Get back your original documents

☑ Get copies of any paperwork prepared in your name or on your behalf

- You are paying for a service and should be given copies of any paperwork the provider helps you with.

☑ Get proof from the provider

- Request the provider's credentials and proof of a minimum of \$50,000 in bond insurance.

DO NOT USE A

⊘ PROVIDER IF: ⊘

⊘ They try to give you legal advice. Legal advice includes telling you:

- What immigration form you should use.
- How you should answer a question on an immigration form
- Whether you qualify for a particular immigration benefit

⊘ They say they can help you because they have special connections

- Example: Someone tells you they can get you an immigration benefit faster because they know someone at U.S. Department of Homeland Security or "Immigration."

⊘ They make guarantees or promises, like:

- Guaranteeing that you will win your case.

⊘ They do something without your permission, like:

- Send anything to Immigration.

⊘ They charge you money for immigration forms or for referring you to an attorney.

⊘ They threaten you, try to intimidate you, or tell you to lie.

WHAT A PROVIDER



CAN DO



👍 Write your responses on immigration forms but cannot advise you how to answer

- Telling you how to answer a question on the immigration form is legal advice. Providers cannot give legal advice.

👍 Help you gather supporting documents

- Examples: birth certificates, marriage certificates, foreign passports, tax forms, police clearances, educational credentials, etc.

👍 Provide translation or interpretation services

👍 Provide notary services ONLY if the person is a notary public licensed in Pennsylvania

👍 Coordinate medical tests and help you get the results of the test