

Instructions to Request Checks for H1 • B Petitions

Instructions:

Department will need to prepare a purchase voucher for each of the check, as applicable, mentioned below (please put the name of the H-1 person on the online check request via eProcurement). Please mark the check request to phone Kelly Anderson at xz2129 in HR 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) \$460 for H-1 or O-1 Petition Payable To:
Department of Homeland Security
Vendor #A6907400100
 - b) Supplier Invoice # Last Name, First Name, H-1B
 - c) \$500 Anti-Fraud Check Payable To:
Department of Homeland Security
Vender #A6907400100
(The Anti-Fraud fee should only be paid for the first time H-1 applicant or for a Change of Employer H-1 applicant.)
 - d) Supplier Invoice # Last Name, First Name, Anti-Fraud
 - e) Address on Checks:
Department of Homeland Security
US Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
24000 Avila Rd., Room 2312
Laguna Niguel, CA 92607-3004
- 2) And Optional Premium Process (a 3rd Separate Check)
\$1225 Premium Processing (Optional) Payable to:
Department of Homeland Security
Vendor #A6907400101
Supplier Invoice # Last Name, First Name,
Prem

**** If premium processing, all 3 checks need to have this address****
Department of Homeland Security
US Citizenship and Immigration Services
California Service Center
PREMIUM PROCESSING
ATTN: CAP EXEMPT Processing Unit
24000 Avila Rd., Room 2312 Laguna
Niguel, CA 92677

Please do NOT mail the checks. The checks need to sent with the H-1 I-129 petition by HRM.

For any questions, please contact Kelly Anderson at x2129.