How to be a Client of ILS

ILS serves people with residence inside the Diocese of Grand Rapids, and those living in other dioceses in Michigan if there is no Catholic program available.

ILS serves persons from households earning under 200% of the federal poverty guidelines. We can use last year’s income, or current household income, to qualify you for our services.

You will need to prove your income before we can accept your case.

To request an appointment, please scan the QR code below and fill out an Appointment Request form. Otherwise, you can call the office at (616) 551-4746 and the secretary will send you an email with a link to this form. This form allows us to receive more information about you and your case. Within two business days, we will review your request and communicate whether your request has been declined or whether we can schedule you a consultation.

Please keep in mind that if you have to cancel an appointment, it may be several weeks before we can put you on the calendar again.

About the Diocese of Grand Rapids

The Diocese of Grand Rapids was established in 1882 and originally consisted of the northern and western parts of the lower peninsula. Since 1971, the diocese has comprised of 11 counties in West Michigan including Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa. In union with our Holy Father through schools, hospitals, in churches, families, and organizations, we seek to bring truth and justice, the mercy and love, and the greatest peace of Christ to our society.
Additional and separate fees are due to the government at any circumstance if the service fees have not been paid in full.

Applications will not be released to the client or mailed to USCIS under any circumstance if the service fees have not been paid in full.

We accept credit cards and money orders.

**General:**

- Consultation fee: $40
- Continuation fee: $100
- Request and review of immigration file: $100
- Additional Agencies: $50
- Translation (varies, but normally): $20
- Research fee: $100

**Replacements/Renewals:**

- Renew/replace 10-year residency card: $130
- Renew/replace 2-year residency card: $220
- Replace citizenship certificate: $100
- Replace lost I-94 card: $100
- Parole extension: $100
- Request duplicate approval/consular notification: $100

**Refugee/Asylee Processes:**

- Refugee/Asylee relative petition: $270
- Each additional relative: $100
- Refugee/Asylee/Cuban adjustment of status: $120
- Work permit application/renewal: $130
- if filed with adjustment of status: $50
- Refugee Travel Documents/Re-entry Permits: $130

**DACA & TPS:**

- DACA Renewal, includes work permit: $180
- Initial TPS, includes work permit: $270
- Renewal TPS, includes work permit: $200
- Advance Parole based on TPS: $170

**Family Processes:**

- Fiancée petition: $270
- Consular Processing for Fiancée: $370
- Co-sponsor I-134: $100
- Relative petition (spouse): $250
- Relative petition (non-spouse): $200
- Consular Processing for Relative: $320-420
- Accompanying derivatives: $200-250
- I-864 (Co-sponsor): $100
- Accompanying derivatives: $50
- Adjustment of Status (One-Step) with EAD: $520-570
- Adjustment of Status (Pref under 245i) and EAD: $370
- Public Charge Worksheet: $100

**Citizenship:**

- Naturalization: $200
- with Medical Exception: $320
- Citizenship Certificate under CCA: $120
- Under another provision: $170
- Consular Report of Birth Abroad: $320

**Crime Victims:**

- U Visa Adjustment of Status with work permit: $270
- VAWA Petition: $170
- VAWA Adjustment of Status with work permit: $320
- VAWA One-step with work permit: $520

**Fee Waiver Policies**

No one will be refused service for inability to pay.

A waiver of all or part of a service fee may be available to families when fees to ILS exceed $2,000 and the aggregate family income falls below 125% of the poverty line. This waiver is granted at the discretion of the Program Director.

A waiver of all or part of the consultation or service fee may be available if the client is residing at a domestic violence shelter or a homeless shelter at the time of service.

**Preparing for the appointment**

The first appointment with the attorney is the chance for you to meet the attorney, see if you would be a good match, and explain what kind of help you are looking for.

This is also when the attorney can begin to determine if they can help with your case, if they need more information, and whether you are a good match.

If the attorney believes they might be able to help you, they will issue you a list of items and ask you to collect the items. When you have collected the items, you can then make a continuation appointment to continue evaluating your case.

At this point, you are free to hire a different attorney, and ILS is free to refuse your case.

When you attend your appointment, be ready with the following things:

- Proof of low income: public benefit letters, or most recent year’s income tax return plus current pay stubs from everyone in the house who is working
- Whatever immigration documents or ID documents you have
- Whatever correspondence from immigration agencies you have
- Whatever else that may be helpful to the attorney, such as criminal records or civil documents.

**General Policies**

Be on time. If you arrive too late, we may not be able to see you, and there may not be any more consultation appointments available for many weeks.

If you call us and no one is available to take your call, leave a message with your name and telephone number.

Please review our full list of policies posted at the office.

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ILS Services

Consultation fees are due at the time of the consultation.

Service fees are due at the time of finalizing the applications or petitions for submission to USCIS.

Applications will not be released to the client or mailed to USCIS under any circumstance if the service fees have not been paid in full.

Additional and separate fees are due to the government at the time of filing the petition. These fees vary.

We accept credit cards and money orders.