

The Legal Aid Bureau of Buffalo, Inc.  
 290 Main Street, Suite 400, Buffalo, New York 14202.  
 Phone: (716) 853-9555, ext. 200 Fax: (716) 853-3219

### Immigration Intake Form

Type of Immigration Legal Service Requested:						
Referred by (who refer to us):						
Name as appear on Immigration Paperwork				Date:		
First Name:		Middle Name (if applicable):		Last Name:		
Address:		City:		Phone:		
		Zip:		Email:		
DoB:		Sex: M <input type="checkbox"/> F <input type="checkbox"/>		Language:		
SS#:		Marital Status:		Other:		
A#:		Current Immigration Status:		Initial Immigration Status:		
Date of Entry:		Port of Entry:		Country of Origin:		
List Family Members		Household size:		Ethnicity:		
Name		DoB	SSN		Relationship	Address
Income:		Name:				
Employment	\$	per	Cash/Public Assistance	\$	per	
Food Stamps	\$	per	SSI	\$	per	
			Other: _____	\$		
Income:		Name:				
Employment	\$	per	Cash/Public Assistance	\$	per	
Food Stamps	\$	per	SSI	\$	per	
			Other: _____	\$		

Are you interested in Citizenship Preparation Class if you are applying for U.S. citizen? Yes  No

NOTES:

I, \_\_\_\_\_, here by authorize the Legal Aid Bureau of Buffalo, Inc. to release the information on this form for the purpose of being screened for potential legal services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **INSTRUCTIONS**

Failure to fully complete the Questionnaire will result in a delay in processing.

Please return the completed intake to our office. This can be done by mail, fax or hand delivery to the following address:

Legal Aid Bureau of Buffalo, Inc.  
290 Main St., Ste. 400  
Buffalo, NY 14202  
Attn.: INTAKE  
Fax: (716) 853-3219



# HOW ELSE CAN WE HELP YOU?

The Legal Aid Bureau of Buffalo, Inc. provides free Civil Legal Services

### Financial Issues

- I am a victim of identity theft
- I want to request my credit reports
- I am unable to pay my bills
- I have a lot of debt
- I would like help with my benefits

### Family

- I am married and would like a divorce
- Other family matters
- I would like to change my name/child's name
- I cannot afford my child support\*
- My license has been suspended because I owe arrears (back pay)
- I think I have child support orders but am not sure

\* Child support orders must be paid. An attorney can determine whether you can petition for lower payments.

### Estate Planning

- I would like a healthcare proxy & living will
- I would like to know if I need a Will

Other: \_\_\_\_\_

### Renters/Homeowners

- I am being evicted
- My rent is behind
- I rent and I think my apartment is unsafe and/or needs repairs
- My house is facing foreclosure
- My mortgage is behind
- I am homeless

### Barriers to Employment

- I have criminal convictions that prevent me from being hired
- I would like to know if my records can be sealed
- I cannot find a job

### School Aged Children

- My child's school needs are not being met
- Home schooling and remote learning rights
- My child needs an IEP

NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NOTES/DETAILS ABOUT YOUR LEGAL ISSUE (use back of this form for additional space): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Return this form to us and we will call you.**

ATTORNEY/STAFF USE ONLY:

Applicant was called on: \_\_\_\_\_ Appointment scheduled for: \_\_\_\_\_