M.S. DEAL & ASSOCIATES LLC

Immigration Consulting | Legal Support | Document Preparation | Justice of the Peace

www.askmelissadorsett.com | Nassau, The Bahamas

GENERAL CLIENT DOCUMENT CHECKLIST

Provide only documents that apply to your matter. Additional documents may be requested after review. Do not send originals unless specifically instructed.

IDENTITY AND CONTACT

[ ] Passport biodata page

[ ] National Insurance Board card (if applicable)

[ ] Driver's licence / national ID

[ ] Proof of current residential address

[ ] Recent passport-size photographs (if required)

[ ] Current telephone and email details

CIVIL STATUS AND FAMILY

[ ] Birth certificate

[ ] Marriage certificate

[ ] Divorce decree / decree absolute

[ ] Death certificate of former spouse

[ ] Children's birth certificates

[ ] Adoption / custody / guardianship order (if applicable)

[ ] Name-change / deed-poll document

[ ] Certified English translation for non-English documents

IMMIGRATION / TRAVEL

[ ] Current Bahamas immigration status document

[ ] Previous work/residence permits

[ ] Entry stamps / travel records

[ ] Prior immigration decisions or refusal letters

[ ] Sponsor/employer documents

[ ] Police certificate (if required)

[ ] Medical certificate (if required)

[ ] Character references (if required)

EMPLOYMENT / FINANCIAL / BUSINESS

[ ] Employment letter / contract

[ ] Recent payslips

[ ] Business licence / company documents

[ ] Bank statements

[ ] Financial reference

[ ] Proof of savings/investments

[ ] Property documents / appraisal / purchase agreement

[ ] Tax/VAT/NIB records where applicable

COURT / LEGAL DOCUMENT SUPPORT

[ ] Court orders / judgments

[ ] Filed pleadings / case number

[ ] Marriage certificate

[ ] Will / codicil

[ ] Death certificate

[ ] Property deed / conveyance

[ ] Correspondence or demand letters

[ ] Any deadline or hearing notice

CLIENT NOTES

List anything you do not currently have or anything you believe may be important:

_____

_____

_____

_____

_____ _____

Client Initials **Date**