

L-1 BLANKET PETITION ESTABLISHMENT CHECKLIST

The L-1 Blanket classification allows managers, executives, and specialized knowledge professionals who have worked for a company related to the U.S. employer (parent, subsidiary, or an affiliate included in the company's Blanket petition approval) outside the United States for at least one year in the past three years, to enter the U.S. to work for the U.S. company in a similar managerial, executive, or specialized knowledge capacity.

An L-1 Blanket petition must first be filed for the U.S. company with the United States Citizenship and Immigration Services ("USCIS"). This will include a list of all qualified entities in the United States and abroad. The L-1 Blanket petition approval will be granted for an initial term of three years. At the end of the three-year period, an extension may be requested. If the extension request is approved, the L-1 Blanket petition will be valid indefinitely (no expiration date). If at any time a company wishes to revise the list of Blanket companies or report a change in the ownership relations, an amendment request may be filed with the USCIS.

To qualify for an L-1 Blanket, the following conditions must be met:

- (A) The petitioner and each of the entities to be included are engaged in commercial trade or services (holding companies with no employees are not eligible for inclusion);
- (B) The petitioner has a U.S. office that has been doing business for one year or more;
- (C) The petitioner has three or more domestic and foreign branches, subsidiaries, or affiliates; and
- (D) The petitioner must meet one of the following three conditions:
 - (i) The petitioner and the other qualifying organizations have obtained approval of petitions for at least ten "L" managers, executives, or specialized knowledge professionals during the previous 12 months; OR
 - (ii) The petitioner and the other qualifying organizations have U.S. subsidiaries or affiliates with combined annual sales of at least \$25 million; OR
 - (iii) The petitioner and other qualifying organizations have a U.S. work force of at least 1,000 employees.

REQUIRED DOCUMENTATION

The materials required may vary depending on the specifics of the case, but in most cases will include:

1. A list of all companies to be included in the Blanket Petition, including the following details:

Company Name	Company Address	Country	Ownership relationship	Year of est.	Total employees
ABC Corp.	1 Market Street San Francisco, CA 94104	USA	100% subsidiary of ABC Ltd.	2012	20
ABC Ltd.	Tottenham Court Road, London W1T 1JY	UK	Parent company	2009	278
ABC Mexico S.A.	Veracruz 2198A, Condesa, 06700, Mexico City	Mexico	100% subsidiary of ABC Corp.	2013	45

2. Evidence of ownership, showing each link up to the ultimate corporate parent – typically a combination of Stock Ledger and all outstanding share certificates. Depending on the situation, alternate documentation may be acceptable.
3. Corporate organizational chart showing the relationships between the ultimate parent company and all of the companies to be included in the L-1 Blanket petition, may be helpful.
4. Evidence that each company to be included in the Blanket petition is engaged in commercial trade or services (holding companies with no employees may not be included). This may include an office lease or formation documents (Articles of Incorporation, bylaws).
5. Complete set of financial statements and U.S. tax returns (with all schedules and attachments) to show that the U.S. company meets the \$25 million U.S. annual sales revenue requirement. It is acceptable to include financial documentation of other entities to be included in the L-1 Blanket petition to show that the petitioner and its U.S. subsidiaries or affiliates together generate at least \$25 million in annual U.S. sales.

Please note that all documents prepared in a foreign language must be accompanied by a certified English translation. We will obtain professional translations where necessary.

NOTE ON USCIS PROCESSING TIMES

If Premium Processing is requested for an additional \$1,225 in USCIS filing fees, the L-1 Blanket petition will be reviewed within 15 days of government submission. The USCIS will either approve the petition or issue a Request for Evidence to collect additional clarification or documentation. Once the L-1 Blanket petition approval has been granted, individuals seeking L-1 Blanket visas may proceed with visa appointment booking. Details on the petition approval will be provided then to assist with this process.