

# For Official Use Only

Company/Organization	Date	Time Start	Time End	Issues
Beneficiary		Petitioner		
<p><b>Does the facility visually appear to be that of the business or organizational entity?</b></p> <p>Type of building</p> <p>If any businesses share the locations – ID</p>				
<p><b>Was contact made with the signatory or other management representative?</b></p> <p>Name &amp; title of person interviewed</p> <p>Contact telephone number</p> <p>If no one, canvas area to learn if business is known and what hours</p>				
<p><b>Did results of site visit suggest the presence of an organization or business?</b></p> <p>What product or services provided</p> <p># of full-time employees</p> <p># of part-time employees</p> <p># of employees on site and off-site</p> <p># of non-immigrant aliens</p> <p># of lawful permanent residents as a result of visa sponsorship</p> <p>How long in existence</p> <p>Other locations</p>				
<p><b>Did the individual interviewed have knowledge of the beneficiary and the petition filed on behalf of the beneficiary?</b></p> <p>Familiar with beneficiary</p> <p>Familiar with signatory if not same</p>				

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<p>Length of time employed</p> <p>Location where employed</p> <p>Hours, salary, duties of beneficiary</p> <p>Immigrant or non-immigrant visa</p>
<p><b>Was the beneficiary working for the organization or business?</b> Obtain documents to demonstrate employment</p> <p>If not employed, why and when terminated</p> <p>If not employed at address, where now and why change</p>
<p><b>Were you able to identify and speak to the beneficiary?</b> Verified ID by what document</p> <p>Beneficiary ID</p> <p>If absent, why</p>
<p><b>Was the beneficiary knowledgeable, cooperative and forthcoming with questions posed?</b> Job Title</p> <p>Duties</p> <p>Hours</p> <p>Salary</p> <p>Location</p>
<p><b>Was the beneficiary being paid the salary as indicated?</b> Type of document reviewed</p>
<p><b>Was the beneficiary performing the duties as indicated?</b> Discrepancies between actual and section 1 duty descriptions</p>
<p><b>Do you recommend further inquiry</b></p>

NOTES

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