

Typical L-1 Compliance Review Site Visit Questions

I am an Officer with U.S. Citizenship and Immigration Services (USCIS). I am here today in regard to a petition filed by you that was randomly selected for compliance review. I would very much appreciate your assistance in verifying the employment of the beneficiary by answering the following questions:

- Is your company actively engaged in business activities (overseas and in the U.S.) as stated in the petition (e.g., the organization's income and transactions, number of employees/contractors, headquarters location and contact information, and the approximate number of petitions filed)?
- How many employees work for your company in the U.S, and how many work for the foreign entity?
- What is the length of time your organization/business has been in operation; and what are the number of other locations where the organization/business is located, including headquarters and regional locations?
- Approximately, what is your company's revenue, expenses, and income/budget?
- How many L-1A's work for the company?
- How many employees work in managerial or executive positions? What are the organization's normal business hours?
- Please provide some copies of recent business transactions of your organization.

Information related to the L-1 Employee ("beneficiary"):

1. Where did the beneficiary work abroad (company and location)?
2. What are the dates that the beneficiary worked for your company abroad?
3. When employed abroad what was the beneficiary's job title?
4. When employed abroad what were the beneficiary's duties?
5. Was the beneficiary's foreign position primarily managerial or executive in nature, or did it involve the beneficiary having specialized knowledge?
6. Where does the beneficiary normally perform his or her work (work location)? Does he/she work at any other location? How long has the beneficiary been working in his or her current position in the U.S.?

7. What is the beneficiary's work schedule and hours worked per week?
8. What is the beneficiary's current job title?
9. What is the beneficiary's salary in the U.S.?
10. What are the beneficiary's primary duties throughout an average workday / workweek?
11. What degree of discretionary authority does the beneficiary have?
12. Does the beneficiary supervise other employees? If yes, how many subordinate workers does the beneficiary supervise or manage?
13. Does the beneficiary manage a function? If yes, what is that function and is his/her role in that function?
14. If applicable, who does the beneficiary report to? Is there anyone above the beneficiary in the organization's chain of command? If so, what is title and name of that employee?
15. What is the beneficiary's contact information? Phone number/e-mail:
16. Can you provide an organizational chart showing the beneficiary's position in relation to other employees?
17. Can you provide quarterly wage reports to show how the beneficiary's earnings compare to others and the earnings within the company? The purpose of this is also to show staffing levels within the company.