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National Visa Center Checklist

Documents Applicant Must Submit to the National Visa Center

- Each individual immigrating to the United States must submit a Form DS-260 online with the Department of State. We would like to review the completed form before you submit it. After submission, please send us a copy of the DS-260 confirmation page. Below is the link to the Consular Electronic Application Center where you can access the form:
<https://ceac.state.gov/IV/Login.asp>
- Each individual immigrating to the United States must submit to the NVC copies of civil documents issued by an appropriate authority and then present the originals at the time of the immigrant visa interview.
- The original Form I-864 and supporting documents will be submitted to the NVC.
- Some documents from certain countries are unavailable. To see information about document availability, how to obtain certain civil documents, and for Reciprocity by Country information, see the website below:
<http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html>
- **Important to Note:** The determination on your eligibility for a visa can only be made by a consular officer on the day of the interview and only after all of your documents have been furnished and the results of the medical examination received. **You should not resign from employment, sell property, or make final travel plans until your visa has been issued and you have the passport and immigrant visa package in hand.** If you are found ineligible to receive a visa on the day of the interview, or further documentation is requested prior to final approval of the case, issuance of your immigrant visa may be delayed.

Photocopy of Valid Passport Biographic Data Page
The applicant and each family member accompanying the applicant must submit a photocopy of the biographic data page from their respective valid passport.

Birth Certificates
You (and any family members immigrating with you to the United States) must obtain an original birth certificate issued by the official custodian of birth records in your country of birth, showing your date of birth, place of birth, and parentage. **Important Notice:** All Immigrant Visa applicants must submit a long form original birth certificate. Short form birth certificates will not be accepted.

The certificate must contain:

- Your date of birth
- Your place of birth
- Names of **both** parents
- Indication by the appropriate authority that it is an extract from the official records



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- Unobtainable Birth Certificates**

If your birth record is not obtainable for any reason, a certified statement must be obtained from the appropriate government authority explaining why your birth record is unavailable. You *must* also submit secondary evidence such as:

 - A baptismal certificate that contains the date and place of birth, as well as both parents' names (providing the baptism took place shortly after birth)
 - An adoption decree for an adopted child
 - An affidavit from a close relative, preferably your mother, stating the date and place of birth, both parents names, and your mother's maiden name

- Adoption Documentation**

If the intending immigrant child was adopted and if the child's application to immigrate is based upon a parent-child relationship, then custody documentation is required. If you are the adoptive parent and/or petitioner, you must provide:

 1. A certified copy of the adoption decree
 2. The legal custody decree if custody occurred before the adoption
 3. A statement showing dates and places where the child resided with the adoptive parents
 4. If the child was adopted when aged 16 or 17 years old, you must submit evidence that the child was adopted with, or subsequent to, the adoption of, a natural sibling **under age 16** by the same adoptive parent(s)

- Marriage Certificate**

If you are married, you must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

- Marriage Termination Documentation**

If you were previously married, you must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by an official authority, or certified copies bearing the appropriate seal or stamp of the issuing authority, such as:

 - **FINAL** divorce decree
 - Death certificate
 - Annulment papers

- Military Records**

If you served in the military forces of any country, you must obtain a copy of your military record.

- Police Certificates**

Each visa applicant aged 16 years or older must submit police certificates. You must submit police certificates which:



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- Cover the entire period of the applicant’s residence in that area
- Have been issued by the appropriate police authority
- Include all arrests, the reason for the arrest(s), and the disposition of each recorded case

How to obtain a police certificate: Determine the countries from which a police certificate is required. Refer to the table below. **Note:** *Present and former residents of the United States need NOT obtain any U.S. police certificates.* Contact the appropriate police authorities. Additional information on how to obtain a police certificate can be found on the Reciprocity by Country page.

IMPORTANT NOTICE ABOUT POLICE CERTIFICATES: Some countries require a specific Police Certificate Request form to properly request and obtain Police Certificate(s). The Reciprocity by Country page indicates those countries. Police certificates from certain countries are unavailable.

An applicant must obtain a police certificate from the local police authority:

IF you...	AND...
have been living in your country of nationality at their current residence for more than 6 months	you are 16 years old or older
lived in a different part of your country of nationality for more than 6 months	you were 16 years or older at that time
lived in a different country for more than 12 months	you were 16 years or older at that time
were arrested for any reason	you were any age at the time of the arrest

Court and Prison Records
If you were ever arrested, fingerprinted or convicted of a crime, you must obtain a certified copy of each court record and prison record, regardless of the fact that you may have subsequently been granted amnesty, a pardon or other act of clemency. Court records should include:

- Complete information about the circumstances of the crime
- The disposition of the case, including sentence, fines or other penalties imposed

Petitioner Documents
If you are applying for an IR5 (Parent of a U.S. Citizen) visa, you are required to provide:

1. Copy of your Petitioner’s birth certificate
2. Copy of your Petitioner’s marriage certificate from the Petitioner’s current and all previous marriages

If you are applying for a F4 (Brother or Sister of a U.S. Citizen) visa, you are required to provide:

1. Copy of your Petitioner’s birth certificate



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Deportation Documentation

If you have been previously deported or removed from the United States at the government expense, you must obtain Form I-212, Permission to Reapply After Deportation, from U.S. Citizenship and Immigration Services, or from a U.S. Embassy or Consulate, and follow the instructions on that form.

Form I-864 (Affidavit of Support)

This form will need to be completed by the petitioner (U.S. citizen). In support of the affidavit, you will also need the following items:

- Complete and signed copy of your most recent tax return with all schedules**
- All Forms W-2 and 1099 and any other attachments
- An employment verification letter to be printed on company letterhead which contains your salary and job title.
- Three recent pay stubs

If you do not have copies of your most recent tax return, you can request a transcript of your tax return from the IRS with Form 4506T ("Request for Transcript of Tax Return") or contact 1.800.908.9946.

Note: If you have a child immigrating with you who is under 18 and unmarried, he/she may automatically become a U.S. citizen under the Child Citizenship Act of 2000 upon admission to the United States and he/she will need to submit a Form I-864W.



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Documents Applicant Must Submit at the Immigrant Visa Interview

All original civil documents must be presented at the immigrant visa interview (i.e. birth certificate, marriage certificate, dissolution decree, police certificate, military records, etc.). In addition, the following items are required:

- Photographs**
You must submit **two** identical color photographs measuring 2 inches by 2 inches (5 cm by 5 cm) with a white background.
- Medical exam**
If the physician gives you your medical exam results, bring them to your interview in the envelope sealed by the medical office. Alternatively, the physician's office may transmit the medical exam results directly to the consulate. Review consular specific instructions regarding the medical exam at the following website: <http://travel.state.gov/content/visas/en/immigrate/immigrant-process/interview/prepare/medical-examination.html>
- Valid Unexpired Passport** - valid for at least 6 months beyond intended date of entry into the U.S.
- Photocopies of all Civil Documents**
- New Police Certificate**
If you obtained the police certificate from your current country of residence more than one year ago.
- Other**
 - Any additional documents listed in the U.S. Embassy or Consulate specific interview guidelines. Review consular specific instructions regarding any additional documents required at the following website: http://travel.state.gov/content/visas/en/immigrate/immigrant_process/interview/prepare.html
 - Bona fide marriage documentation
 - Affidavit of Support documentation including current employment verification letter and recent pay stubs by the sponsor/petitioner.
 - If employment-sponsored, current letter from prospective employer confirming the job offer.

**** Important to Note:** The determination on your eligibility for a visa can only be made by a consular officer on the day of the interview and only after all of your documents have been furnished and the results of the medical examination received. **You should not resign from employment, sell property, or make final travel plans until your visa has been issued and you have the passport and immigrant visa package in hand.** If you are found ineligible to receive a visa on the day of the interview, or further documentation is requested prior to final approval of the case, issuance of your immigrant visa may be delayed.**



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Steps to Take After the Immigrant Visa Interview

- Send us a copy of the immigrant visa stamp in your passport
- Pay the Immigrant Visa Fee (to be paid after approval):
 - You are required to pay **\$165** to the U.S. Citizenship and Immigration Services (USCIS). This information will also be provided to you when your visa package is sent to you by mail.
 - Go to www.uscis.gov/uscis-elis. Log on and 'Create New Account', complete all the relevant fields accurately.
 - Select the benefit type (USCIS Immigrant Fee), enter your name, date of birth and country of birth, exactly as it appears on the visa in your passport. Enter your A number and case ID (Given to you on the handout with your visa package).
 - If you are paying for additional family members, provide their names, dates and places of birth as on the immigrant visa in their passports.
 - Enter payment information and authorize payment. Be sure to retain receipt in a secure place.
 - You must pay **before** travelling to the United States. You will not receive your Permanent Resident Card until the USCIS Immigrant Fee has been received.
- Present your original passport and the sealed envelope from the Department of State to U.S. Customs and Border Protection at the port of entry/pre-flight inspection.
- After entry into the U.S., send us a copy of the stamp in your passport by U.S. Customs and Border Protection showing the date you entered the U.S.
- The immigrant visa stamp in the passport will serve as evidence of lawful permanent resident status for one year after entry to the U.S. and can be used for work authorization and international travel. It is currently taking approximately 2-6 months for the Permanent Resident Card to be issued.
- Your U.S. social security number will be issued approximately 4 weeks after entering the U.S.