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Documents the 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

| Photocopy of Valid Passport Biographic Data Page |
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| 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 |

Unobtainable Birth Certificates

Your place of birth Names of **both** parents

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:

Indication by the appropriate authority that it is an extract from the official records

- 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: A certified copy of the adoption decree The legal custody decree if custody occurred before the adoption A statement showing dates and places where the child resided with the adoptive parents 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: Cover the entire period of the applicant's residence in that area

How to obtain a police certificate:

Have been issued by the appropriate police authority

1. 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

Include all arrests, the reason for the arrest(s), and the disposition of each recorded case

certificates.

2. 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 Record | | Court | and | Prison | Record |
|-------------------------|--|-------|-----|--------|--------|
|-------------------------|--|-------|-----|--------|--------|

- 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

| | Deportation Documentation |
|--|---------------------------|
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• 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.

Documents the Applicant Must Submit at the Immigrant Visa Interview

All original civil documents must be presented at the immigrant visa interview. In addition, the following items are required:

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| 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 |
| 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: |
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http://travel.state.gov/content/visas/en/immigrate/immigrant-process/interview/prepare.html