



U.S. Department of State
National Visa Center
32 Rochester Avenue
Portsmouth, NH 03801-2909

**
**

IMMIGRATION

August 1, 2005

BARCODE
NAME OF PET. | AOS FEE
ADDRESS

RE: Immigrant Visa Case of

BEN. NAME
CASE NO

Dear Petitioner:

We have received from the U.S. Immigration and Naturalization Service the immigrant visa petition that you filed on behalf of **BEN NAME**. Before we can continue processing, you must pay the enclosed bill for the required fee. You must send:

1. The enclosed **Affidavit of Support Fee Bill** bearing the applicant's case number and barcode; and
2. A cashier's check or money order made payable to the **Department of State** for the appropriate total of processing fee(s) (\$70.00 per case as noted on the Affidavit of Support Fee Bill) in the return envelope to the following address:

**National Visa Center
PO Box 952200
St. Louis, MO 63195-2200**

Until we receive this fee from you, we cannot process your case.

When we receive your Affidavit of Support fee, we will send you the Affidavit of Support (I-864) forms and further instructions.

Important Notes:

- Do not send a personal or attorney/firm check(s).
- If you wish to send your payment via an overnight mail courier service, please note that only the U.S. Postal Service provides such delivery service to post office boxes.
- **Do NOT send any payments to the Portsmouth, NH address, as they will be returned to you.**

- Send only the payment and fee bill to the St. Louis, MO address.
- Do not send any other documents to the St. Louis, MO address.
- Do not send any documents to the Portsmouth, NH address until you are requested to do so.

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If you need additional information, you may:

- Call the National Visa Center between the hours of 7:30 a.m. and midnight ET, Monday through Friday, at (603) 334-0700;
- Write to the National Visa Center, Attn: WC, 32 Rochester Ave., Portsmouth, NH 03801-2909; or
- Send a Fax to (603) 334-0791.

You can also find out if the U.S. Embassy or Consulate in your area has a Website and further visa processing information by visiting <http://travel.state.gov> and clicking on the "U.S. Embassy and Consulate Websites Worldwide" link.

We have the following address in our files for the applicant:

BEN, NAME
ADDRESS

JK

NORTHERN IRELAND

If this address is not correct, send the correct address immediately to:

**National Visa Center
ATTN: Change of Address
32 Rochester Avenue
Portsmouth, NH 03801-2909**

If a period of one year passes without contacting NVC (by telephone or mail), all submitted fees and documents will expire. In this case, fees and documents will need to be resubmitted in order to continue the immigration process.

When contacting the National Visa Center or any U.S. Embassy or Consulate about your case, please include the following information:

Name of Visa Applicant:
Case Number:

BEN NAME + CASE
XXXXXXXXXXXX

Sincerely,

Director
National Visa Center

Enclosures:

**Affidavit of Support Fee Bill
Information about Agent of Choice Letter (ACL) DS-3032 form
DS-3032 Form
Other Important Enclosures (if required)**

Affidavit of Support (I-864) Processing Fee Bill

Instructions:

How much to pay:

The Affidavit of Support (I-864) processing fee is **\$70.00 U.S.** per case.*

**Exceptions:* If you are a U.S. citizen filing a separate Affidavit of Support (I-864) for your spouse and children to immigrate, you only need to submit one \$70.00 fee, which will cover your spouse and children. If you are a U.S. citizen filing a separate Affidavit of Support (I-864) for each of your parents to immigrate, you only need to submit one \$70.00 fee, which will cover both parents. (Please mail all fee bills in one return envelope with one check on top.)

What to send:

1. A **cashier's check** or **money order** in U.S. dollars, drawn on a U.S. bank, made payable to the Department of State with the case number (shown below) written on the front of the check. **Do NOT send cash, a personal or attorney/firm check.**
2. **The Bottom of this Page** (the tearoff of this page is required to avoid delays in processing this case)

DO NOT SEND ANY I-864 FORMS NOW, as they will be sent to you once this fee has been paid. Sending the I-864 form now will cause delays processing your case.

Please note: Fees are non-refundable.

Please fold here, detach, and return the bottom portion with your payment. (DO NOT DUPLICATE OR PHOTO COPY THIS BILL)

Please return this portion with a cashier's check or money order in U.S. dollars drawn on a U.S. bank made payable to:
the Department of State

Bill date: DATE
Case Number: CASE N°
Visa Classification: CR-1

Please note: Fees are

Petitioner's name: PET. NAME

Payment Due: \$70.00

Return payment to (envelope provided):

National Visa Center
P.O. Box 952200
St. Louis, MO 63195-2200

Amount enclosed: \$70.00
(Do **NOT** send cash, a personal check or attorney/firm check)



BARCODE.



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Department of State National Visa Center Case Inquiry Information

Mailing address:

*Do NOT send fee payments or documents to the address below,
ONLY case inquiries*

**National Visa Center
32 Rochester Avenue
ATTN: WC
Portsmouth, NH 03801-2909**

Telephone number:

You will need your case number or CIS receipt number from your approval notice when calling

(603) 334-0700

Automated Voice Response-24/7
Operator hours-Monday-Friday
7:30am to midnight Eastern time

E-mail Address:

Please follow the e-mail instructions to ensure timely processing of your inquiry

NVCINQUIRY@state.gov

E-mail Instructions:

- * Limit one case per e-mail
- * Provide case number on subject line
- * Provide Beneficiary's name & date of birth
- * Provide Petitioner's name & date of birth
- * Provide detailed description of case inquiry
e.g. case status
questions pertaining to case address updates, etc.

Fax Number:

(603) 334-0791

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Information about the **Choice of Agent and Address Form**

Unless an adjustment of status in the United States is requested, after approving an immigrant visa petition filed in the United States, the U.S. Citizenship and Immigration Service (CIS—formerly known as the INS), forwards it to the National Visa Center (NVC) where the State Department's immigrant visa process begins. If the petition is for a visa applicant whose priority date is not likely to be reached in the next year, the petition will be stored at the NVC until that priority date is reached.

When there is an immediate visa available or likely to be available within the next nine months, the NVC will send a letter enclosing the Choice of Agent and Address Form (DS 3032) to almost all of the applicants for immigrant visas. The DS 3032 is not required and will not be sent to the applicant when an attorney represents the applicant (and the CIS file contains the appropriate form that an attorney has been retained) or when the visa applicant will be the adopted child of the petitioner.

The DS 3032 permits the applicant to name an agent to receive correspondence from NVC and requires applicants still interested in immigrating to tell NVC where to send mail about their visa request. The letter tells the applicant that they may choose someone, including the petitioner or a helpful organization, to be their agent or they may elect to continue to receive the correspondence themselves. The applicant must complete and sign the DS 3032 and return it to the NVC before processing can continue. Given the difficulties often encountered with international mail, we **encourage** applicants to seek an agent with a U.S. postal address.

So that you may understand any questions that the applicant may have about the DS 3032, we have enclosed a copy of it for you. **Only** the applicant can sign the DS 3032, but you may send or fax a copy of the enclosed form to the applicant, if you learn that he or she has not received it. The applicant can then complete, sign, and return the DS 3032 to NVC. The mailing address for the DS 3032 is:

National Visa Center
Attention ACL
32 Rochester Ave.
Portsmouth, NH 03801

Further questions about the State Department's immigrant visa process, can be sent to the NVC or visit the Department of State Website at <http://travel.state.gov>.

OMB No. 1405-0126

EXPIRATION DATE: 12/31/2006

ESTIMATED BURDEN: 30 minutes

Make sure the address is complete and correct. We will use this address for future mailings

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BARCODE
CASE NO

U.S. Department of State
CHOICE OF AGENT AND ADDRESS
For Immigrant Visa Applicants

BEN. NAME

_____ Print or type your full name _____

Check one box only to the left of the statement that is your choice.

I appoint: _____
as my agent or attorney to receive mail about my application. Mail from the U.S. Department of
State concerning my immigrant visa application should be sent to:

_____ Name of the person who will act as your agent or attorney for receipt of mail

_____ Street address (where my agent or attorney will receive mail about my application)

_____ City State/Province Postal Code Country

I do not appoint an agent or an attorney to receive mail about my application. Mail from the U.S.
Department of State concerning my immigrant visa application should be sent to me at:

_____ Street address (include "in care of" if needed)

_____ City State/Province Postal Code Country

I have already legally immigrated to the U.S. and do not need to apply for an immigrant visa. I
received my Green Card through the _____ (city) BCIS office. My
A# is _____.

I no longer wish to apply for an immigrant visa.

As proof of your choice, sign and date this document:

_____ Signature of Applicant Date of Signature

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 30 minutes per response. Persons are not required to provide this information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520-1849.