



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

IMMIGRATION

September 5, 2005

BARCODE, PET ADDRESS || INSTRUCTION PACKET AGENT

RE: Immigrant Visa Case of BEN NAME. CASE NO  
GREAT BRITAIN AND NORTHERN IRELAND

Dear Sir/Madam:

The enclosed information pertains to the immigrant visa case of BEN NAME

We have received all of the necessary Immigrant Visa fees for this case. For each **traveling** applicant, you must send a completed Application for Immigrant Visa (DS-230 Part I) along with the **enclosed sheet** bearing the case number and barcode information in the enclosed envelope to:

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

**Your case number must be clearly written in the upper right hand corner of ALL documents. Failure to write your case number on all documents will cause a delay in processing.**

General information about the immigrant visa application process appears on our Website at <http://travel.state.gov> under the "Visa Services" hyperlink.

If this is a family-based visa case, then the Petitioner (PET NAME) must complete an Affidavit of Support (I-864) form.

If this is an employment-based immigrant visa case, we wish to remind you of certain legal requirements regarding the Affidavit of Support (I-864). In most employment-based immigrant visa cases, the Affidavit of Support (I-864) need not be filed. However, U.S. law requires applicants for employment-based immigrant visa cases to present a valid Affidavit of Support (I-864) if a relative of the beneficiary filed the immigrant visa petition or has at least a five percent ownership interest in the business or corporate entity that filed the petition.

Further information on the Affidavit of Support (I-864) requirements can be found at <http://travel.state.gov/aos.html>.

Please determine prior to the visa interview if this provision applies to your client's case. The visa will have to be denied if a required Affidavit of Support (I-864) is missing at the time of the visa interview.

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; or
- E-mail at [nvcinquiry@state.gov](mailto:nvcinquiry@state.gov)  
When you e-mail, please include the following:
  - \* case number as the subject line of the e-mail
  - \* beneficiary's and petitioner's name and date of birth

**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 communicating with the National Visa Center, either by telephone or by letter, the applicant, his agent, or attorney must **ALWAYS** refer to the applicant's name and case number exactly as they appear below:

**Name of Visa Applicant:**  
**Case Number:**

BEN NAME  
CASE NO

Sincerely,

Director  
National Visa Center

Enclosures:

**DS-230 Part I**  
**Instructions for Immigrant Visa Applicants**  
**Barcode Sheet**  
**Other Important Enclosures (if required)**

## **IMPORTANT NOTICE TO ALL VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS**

Recent changes to United States immigration law now require immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Panel physicians who conduct medical examinations of immigrant visa applicants are now required to verify that immigrant visa applicants have met the new vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations.

- mumps,
- measles,
- rubella,
- polio,
- tetanus and diphtheria toxoids,
- pertussis,
- influenzae type b (Hib) and,
- hepatitis B,
- varicella,
- pneumococcal,
- influenza.

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

## IMPORTANT NOTICE

United Kingdom police certificates (referred to as a "Statement from the National Identification Service regarding Prosecution/Conviction history") are now available. The "statement" will serve to advise the American Embassy, London, whether or not any criminal conviction is held against you.

In order to obtain the required statement, you should apply to your local police station, where you will be given the application form(s). When completing the application form, the applicable category is "Prosecution/Conviction history". There is a fee of ten pounds sterling. The local police will submit your application to the National Identification Service (NIS) and the response to the application will be sent directly to you. Note: The NIS does not accept applications from individual applicants; the request must be made through your local police. Under the legislation, it can take up to 40 days to receive this document

You are legally entitled to gain access to this information about yourself under Section 21 of the Data Protection Act, 1984.

# Instructions for Immigrant Visa Applicants

## Overview

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### Introduction

You have been registered with the National Visa Center (NVC) to apply for a visa to immigrate to the United States. You must now obtain the documents required for your application for an immigrant visa. The Application for Immigrant Visa Form DS-230 Part I must be sent to NVC. All other documents will be required at the time of your visa interview.

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### In this information

These instructions cover the following topics:

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## Documents you need to return to NVC

### Application for Immigrant Visa and Alien Registration Form DS-230 Part I

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**Background** The DS-230 Part I contains questions regarding specific biographical information required for the immigrant visa. A copy of this form is included with this packet of information.

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**Who completes the form** Each family member that is eligible to travel to the United States with you under this visa classification is required to complete the DS-230 Part I.

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**Completing the form** Please fill out the DS-230 Part I. If a question does not apply to you then you must mark it with a N/A.

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**Questions** If you have any questions on completing the DS-230 Part I, please contact the National Visa Center (NVC). The address and telephone number for NVC can be found on page 7 of this instruction packet.

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**When complete** Please send all the completed DS-230 Part I forms to the National Visa Center with any other documents requested in this information packet. Please use the enclosed envelope when returning the information.

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### Photocopy of passport biographic data page

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**What to send** Submit a **photocopy** of the biographic data page of your and your individual family members' passports. This is the page that shows your name and date and place of birth.

*Note:* Do NOT send your passport(s) to the NVC, just the photocopy of the biographic data page.

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**Which applicants** You and each applicant that is traveling together with you must submit a photocopy of the biographic data page from the respective passport.

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## Documents You Need to Obtain

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### Document requirements

Please obtain the *original documents* or *certified copies* from an appropriate authority (the issuing entity) for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to the CIS with your petition.

**Note:** Do not send any of the documents in this section to the National Visa Center. You must submit them at the time of your immigrant visa interview.

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### Birth certificates

Obtain the original, or certified copy, of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21).

The certificate must contain the:

- Person's date of birth
  - Person's place of birth
  - Names of *both* parents, and
  - Annotation by the appropriate authority indicating that it is an extract from the official records
- 

### Unobtainable birth certificates

Your birth record may not be obtainable. Some reasons are listed below.

- Your birth was never officially recorded.
- Your birth records have been destroyed.
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement you *must* submit secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth and both parent's names providing the baptism took place shortly after birth
- An adoption decree for an adopted child, or
- An affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parent's names, and the mother's maiden name.

**Note:** An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned.

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*Continued on next page*

## Documents You Need to Obtain, Continued

### Police certificates

Police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than <b>6 months</b>	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than <b>6 months</b>	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than <b>12 months</b>	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must:

- Cover the entire period of the applicant's residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

**Note:** Police certificates from certain countries are unavailable. More specific information is available from NVC or the nearest United States immigrant visa processing post, or online at:  
[http://travel.state.gov/reciprocity/country\\_pick.htm](http://travel.state.gov/reciprocity/country_pick.htm).

### Passports

A Passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.

*Continued on next page*



## Documents You Need to Obtain, Continued

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**Deportation** Applicants who have previously been deported or removed at government expense from the United States must obtain Form I-212, Permission to Reapply after Deportation, from the U.S. Citizenship and Immigration Service, or from a U.S. Embassy or Consulate, and follow the instructions included on that form.

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**Court and Prison Records** Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and
  - The disposition of the case, including sentence or other penalty or fine imposed.
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**Military records** Persons who have served in the military forces of any country must obtain one copy of their military record.

*Note:* Military records from certain countries are unavailable. More specific information is available from NVC or the nearest United States immigrant visa processing post.

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**Marriage certificates** Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

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**Termination of prior marriages** Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority.

Acceptable evidence is a:

- **FINAL** divorce decree
  - Death certificate, or
  - Annulment.
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*Continued on next page*

## Documents You Need to Obtain, Continued

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### Translations

Applicants must obtain English language translations of any documents that are written in another language.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
  - Translator is competent to translate.
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## Children who are about to Reach 21 Years of Age

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### Important Information

If you have children who intend to immigrate with you to the United States, or to join you in the United States at a later date, please read this important information.

In order to immigrate with you to the United States, or to follow you at a later date, your children **must** be:

- Unmarried
- Eligible to be listed under your visa classification, and
- Under the age of 21 at the time they enter the United States.

*Note:* Children of mothers, fathers or spouses of United States citizens, must have separate immigrant visa petitions filed on their behalf.

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### Notify NVC by telephone

If any of your children will turn 21 within 60 days, please notify the National Visa Center (NVC) immediately. Please call (603) 334-0700

- Listen to the recorded messages
- Enter your case number or CIS receipt number at the appropriate time, and
- You will be connected to an operator for assistance.

*Note:* If visas will be available in your category prior to your son or daughter's birthday, we will expedite processing of your case in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, we cannot assist you if visas are not available in your category prior to your son or daughter's birthday.

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### Notify NVC by mail

If you want to notify NVC in writing, NVC's mailing address is:

National Visa Center  
32 Rochester Avenue  
Portsmouth, NH 03801

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### Failure to notify NVC

Failure to notify NVC that you have a child who will turn 21 could result in that child being above the legal age at the time your visa is issued. In that event, you will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.

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## What Happens Next?

### Overview

The table below provides you with an overview of the steps that take place once you have obtained all your documents and have completed the necessary forms.

Step	Action
1	Mail all requested information (DS-230 Part I and the photocopy of the passport biographic data page) using the enclosed envelope.
2	The petitioner in your case has been sent instructions concerning completion of the Affidavit of Support (form I-864) and supporting documents needed for financial sponsorship. You may want to contact your petitioner to ensure that these documents are completed and returned to NVC as directed.
3	NVC will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information if you have incomplete or are missing documents.
4	Once NVC has finished administrative processing, your immigrant visa file will be sent to the United States Embassy or Consulate. You will be notified by mail when this occurs.
5	Approximately one month before your scheduled interview appointment with a consular officer, you will receive an appointment letter containing the date and time of your visa interview along with instructions for obtaining a medical examination.

### Bringing your documents

You will need to bring all your original documents or certified copies at the time of the visa interview.

### When to call or write

NVC cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please call or write to us if the circumstances of your application have changed. For example:

- Change of address
- Change of marital status
- Death of petitioner
- Birth or adoption of additional children, or
- NVC has requested additional information

**Note:** NVC's address and telephone number are listed on page 7.



U.S. Department of State

OMB APPROVAL NO. 1405-0015  
EXPIRES: 07/31/2007  
ESTIMATED BURDEN: 1 HOUR\*  
(See Page 2)

# APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION

## PART I - BIOGRAPHIC DATA

**INSTRUCTIONS:** Complete one copy of this form for yourself and each member of your family, regardless of age, who will immigrate with you. Please print or type your answers to all questions. Mark questions that are **Not Applicable** with "N/A". If there is insufficient room on the form, answer on a separate sheet using the same numbers that appear on the form. Attach any additional sheets to this form.

**WARNING:** Any false statement or concealment of a material fact may result in your permanent exclusion from the United States.

This form (DS-230 PART I) is the first of two parts. This part, together with Form DS-230 PART II, constitutes the complete Application for Immigrant Visa and Alien Registration.

1. Family Name		First Name	Middle Name
2. Other Names Used or Aliases (If married woman, give maiden name)			
3. Full Name in Native Alphabet (If Roman letters not used)			
4. Date of Birth (mm-dd-yyyy)	5. Age	6. Place of Birth (City or town) (Province) (Country)	
7. Nationality (If dual national, give both)	8. Gender	9. Marital Status	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Single (Never married) <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated Including my present marriage, I have been married _____ times.	
10. Permanent address in the United States where you intend to live, if known (street address including zip code). Include the name of a person who currently lives there.		11. Address in the United States where you want your Permanent Resident Card (Green Card) mailed, if different from address in item #10 (include the name of a person who currently lives there).	
Telephone number:		Telephone number:	
12. Your Present Occupation		13. Present Address (Street Address) (City or Town) (Province) (Country)	
		Telephone number: Home Office	
14. Name of Spouse (Maiden or family name)		First Name	Middle Name
Date (mm-dd-yyyy) and place of birth of spouse:			
Address of spouse (If different from your own):			
Spouse's occupation:		Date of marriage (mm-dd-yyyy):	
15. Father's Family Name		First Name	Middle Name
16. Father's Date of Birth (mm-dd-yyyy)	Place of Birth	Current Address	If deceased, give year of death
17. Mother's Family Name at Birth		First Name	Middle Name
18. Mother's Date of Birth (mm-dd-yyyy)	Place of Birth	Current Address	If deceased, give year of death

19. List Names, Dates and Places of Birth, and Addresses of ALL Children.

NAME	DATE (mm-dd-yyyy)	PLACE OF BIRTH	ADDRESS (If different from your own)

20. List below all places you have lived for at least six months since reaching the age of 16, including places in your country of nationality. Begin with your present residence.

CITY OR TOWN	PROVINCE	COUNTRY	FROM/TO (mm-yyyy)

21a. Person(s) named in 14 and 19 who will accompany you to the United States now.

21b. Person(s) named in 14 and 19 who will follow you to the United States at a later date.

22. List below all employment for the last ten years.

EMPLOYER	LOCATION	JOB TITLE	FROM/TO (mm-yyyy)

In what occupation do you intend to work in the United States? \_\_\_\_\_

23. List below all educational institutions attended.

SCHOOL AND LOCATION	FROM/TO (mm-yyyy)	COURSE OF STUDY	DEGREE OR DIPLOMA

Languages spoken or read: \_\_\_\_\_

Professional associations to which you belong: \_\_\_\_\_

24. Previous Military Service  Yes  No

Branch: \_\_\_\_\_ Dates (mm-dd-yyyy) of Service: \_\_\_\_\_

Rank/Position: \_\_\_\_\_ Military Speciality/Occupation: \_\_\_\_\_

25. List dates of all previous visits to or residence in the United States. (If never, write "never") Give type of visa status, if known. Give INS "A" number if any.

FROM/TO (mm-yyyy)	LOCATION	TYPE OF VISA	"A" NO. (If known)

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE (mm-dd-yyyy) \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Statements**

The information asked for on this form is requested pursuant to Section 222 of the Immigration and Nationality Act. The U.S. Department of State uses the facts you provide on this form primarily to determine your classification and eligibility for a U.S. immigrant visa. Individuals who fail to submit this form or who do not provide all the requested information may be denied a U.S. immigrant visa. If you are issued an immigrant visa and are subsequently admitted to the United States as an immigrant, the Immigration and Naturalization Service will use the information on this form to issue you a Permanent Resident Card, and, if you so indicate, the Social Security Administration will use the information to issue you a social security number and card.

\*Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320 5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RFS/DIR) Washington, D.C. 20520.