



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

**
**

IMMIGRATION

<DATE HERE>

<BARCODE HERE> ACL
<NAME HERE>
<ADDRESS HERE>

Dear Applicant:

We have received from the Citizenship and Immigration Services (CIS-formerly known as the INS) the immigrant visa petition that has been filed on your behalf. Before we can continue processing, you must provide certain essential information.

1. Complete the enclosed *Choice of Agent and Address* form.

This form tells us how to contact you during your immigrant visa processing. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. Mail delivery is often unreliable in many parts of the world, so we ***strongly*** recommend that you choose someone who has an address in the United States.

- **If you wish to name an agent to receive your mail**, please give the name and address of that person in the spaces provided on the enclosed form.
- **If you do *not* wish to name an agent** and want us to contact you directly, please check the box that says that you do not appoint an agent or attorney to receive letters on your behalf, and write your own address on the lines below that box on the form.

2. Mail your *Choice of Agent and Address* form to the National Visa Center at this address:

**National Visa Center
ATTN: ACL
32 Rochester Avenue
Portsmouth, NH 03801-2909
United States of America**

Be sure the envelope has enough postage for delivery to the U.S. ***Until we receive this form from you, we cannot process your case.***

**
**

When we receive your completed *Choice of Agent and Address* form, we will send you or your agent further instructions and forms to be completed and returned to the Department of State.

You or your agent should receive that packet four to six weeks after you return this signed form. If neither you nor your agent receives the packet in six weeks, please write to the National Visa Center at the above address and tell us so that we can send you another packet. Until we receive your completed *Choice of Agent and Address* form, we will not be able to forward your file to the appropriate U.S. Embassy or Consulate for further processing.

You can obtain general information about the immigrant visa application process by visiting our Website at <http://travel.state.gov> and clicking on the "Visa Services" link.

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.

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:	<APPLICANT NAME HERE>
Name of Petitioner	<PETITIONERS NAME HERE>
Case Number:	<CASE NUMBER HERE>

Sincerely yours,

Director,
National Visa Center

Enclosures:

Choice of Agent and Address Form
Immigrant Visa Process Roadmap

**

**

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 8:45pm Eastern time

E-mail Address:

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

NVCINQUIRY@state.gov

E-mail Instructions:

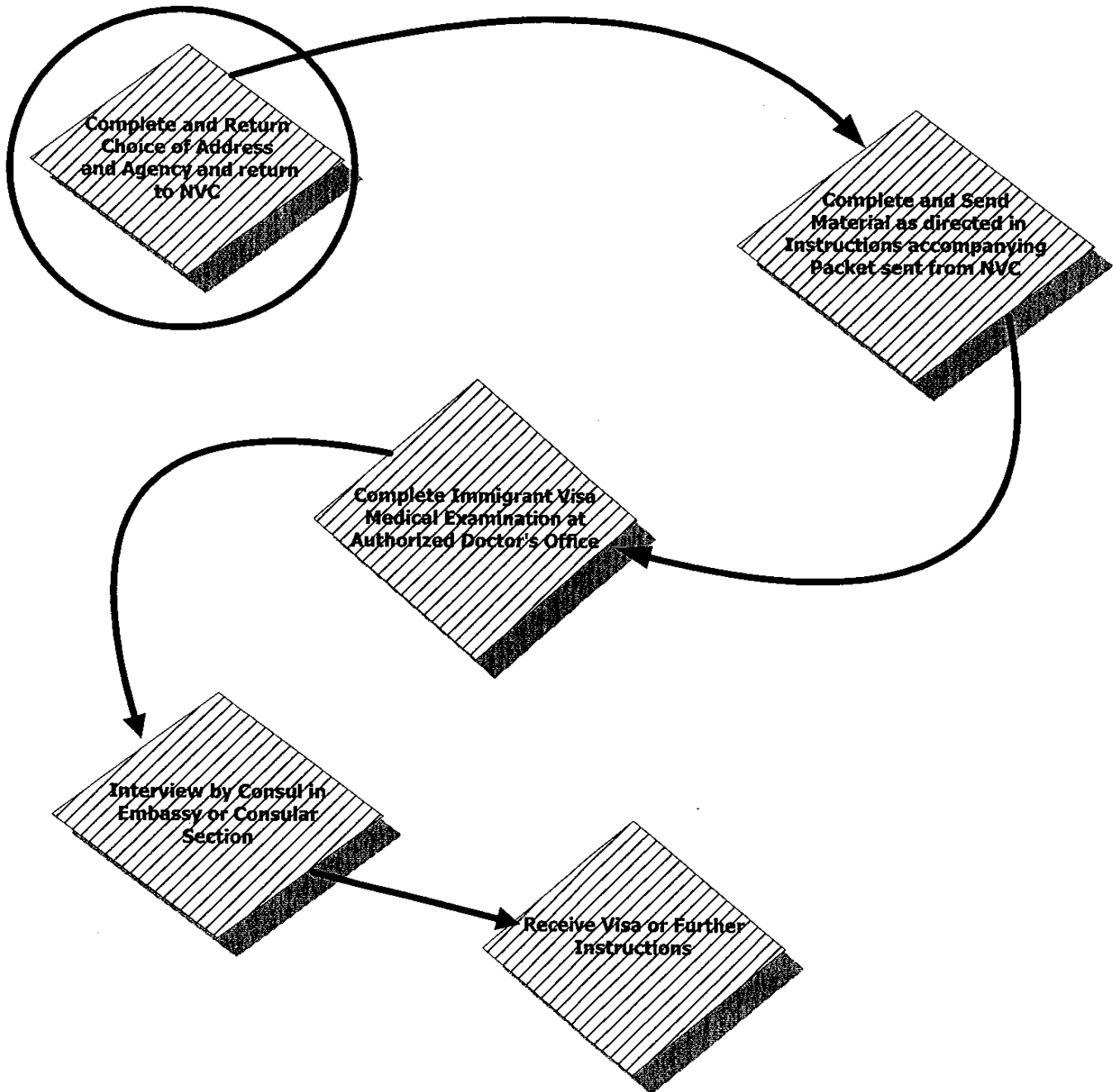
- * Limit one case per e-mail
- * Provide case number on subject line
- * Provide Beneficiary's name & date of birth
- * Provide Petitioner's name & date of birth
- * Provide detailed description of case inquiry
e.g. case status
questions pertaining to case address updates, etc.

Fax Number:

(603) 334-0791

IMMIGRANT VISA PROCESS

YOUR CURRENT PLACE IN THE PROCESS IS CIRCLED



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

<BARCODE HERE>

<CASE NUMBER HERE> ***

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

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.