



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

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IMMIGRATION

August 21, 2005

PET DETAILS, PETITIONER PACKET

RE: Immigrant Visa Case of: BEN NAME , CASE NO

Dear Petitioner:

We have received your payment for the Affidavit of Support Fee Bill required to continue processing the visa petition that you filed on behalf of BEN NAME Enclosed is the Affidavit of Support (I-864) Form. You, the petitioner, **must** fill out the enclosed I-864 form for the immigrant visa applicant. Please read the enclosed instructions carefully. Send the completed Affidavit of Support (I-864) form, tax returns from the most recent three years, W-2 forms, letter from the employer and the **enclosed barcode sheet** in the envelope provided 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.

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

BEN DETAILS

ORTHERN IRELAND

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

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

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;
- Send a Fax to (603) 334-0791;
- Send an e-mail to 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 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:

BON NAME
CASE NO

Sincerely,

Director
National Visa Center

Enclosures:

**Affidavit of Support (I-864) and Instructions
Other Important Enclosures (if required)
Barcode Sheet**

**IMPORTANT NOTICE FOR SPONSORS
READ THIS BEFORE SUBMITTING FORM I-864**

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Please use these review guidelines when assembling Form I-864 affidavit of support documents. I-864s that are incomplete or have not been assembled correctly will not be accepted. (Note: This form is for your personal reference. You do not need to return it with the completed I-864.)

Who Needs an I-864?

Applicants for family-based immigrant visas, including orphans. (Self-petitioning widow/ers, battered spouses of U.S. citizens and children of battered spouses of U.S. citizens are exempt from this requirement.)

Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

**REVIEW GUIDELINES FOR PREPARING THE I-864
Documents should be submitted in the following order:**

I. Petitioner's documents:

- **Form I-864.** The petitioner in family-based cases, or the relative who either filed the petition or has ownership interest in the petitioning company in employment-based cases **must** complete an I-864 even if a joint sponsor submits an affidavit of support.
 - All pages in correct order, 1, 2, 3, 4, 5, 6, and stapled together.
 - Each page filled out completely.
 - Part 7 **signed** by the **petitioner** (for employment-based cases, **the relative**) and **notarized.**
- Complete federal tax returns with all supporting schedules and /or **W-2s** for the **3 most recent tax years.** Each year's return must have all pages in the correct order and must be stapled together. Any missing tax information for the 3 tax years can be obtained from your local IRS office.
- If you did not have to file a tax return:
 - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obligated to file (the instructions on form 1040 provide information on **most** income tax obligations).
- If you electronically or telefiled your tax returns, you must contact your local IRS office to obtain a literal printout of your tax records (RTFTP or Letter 1722).
- If assets are needed to meet the minimum income requirement:
 - Evidence of assets with a cash value that equals at least five times the difference between your total household income and 125 percent of the poverty guideline for your household size.
 - Example for a household size of 4:

125 percent of poverty guideline	\$24,188
sponsor's income	<u>\$18,000</u>
difference	\$ 6,188
multiply by 5	<u> x5</u>
Minimum required cash value of assets	\$30,940
 - Evidence of ownership, location and the value of each asset
 - Evidence of liens, mortgages and liabilities for each asset (if any)
- Evidence of current employment or self-employment, such as a **recent (within 3 months prior to the signature date on the I-864)** pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.

II. Joint Sponsor's document (if required):

- Form I-864 completed by a joint sponsor if the petitioner's income does not meet the 125% income requirement. **Note: The petitioner must also submit an I-864.** **
- All pages in correct order, 1, 2, 3, 4, 5, 6, and stapled together.
- Each page filled out completely.
- Part 7 **signed** by the **joint sponsor** and **notarized**.
- Complete federal tax returns with all supporting schedules and /or **W-2s** for the 3 most recent tax years. Each year's return must have all pages in the correct order and must be stapled together.
- If you did not have to file a tax return:
 - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obligated to file (the instructions on form 1040 provide information on **most** income tax obligations).
- If assets are needed to meet the minimum income requirement:
 - Evidence of assets with a cash value that equals at least five times the difference between your total household income and 125 percent of the poverty guideline for your household size.
 - Example for a household size of 4:

125 percent of poverty guideline	\$24,188
sponsor's income	<u>\$18,000</u>
difference	\$ 6,188
multiply by 5	<u> x5</u>
Minimum required cash value of assets	\$30,940
 - Evidence of ownership, location and the value of each asset
 - Evidence of liens, mortgages and liabilities for each asset (if any)
- Evidence of current employment or self-employment, such as a **recent (within 3 months prior to the signature date on the I-864)** pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.
- Proof of U.S. citizenship or lawful permanent resident status

III. Household Members whose income and assets are to be considered:

A separate Form **I-864A** for **each** household member whose income and assets are to be considered.

- Each page filled out completely and stapled together.
- All tax, employment and asset documents must be assembled in the same manner as the sponsor's (see above) and attached to the correct I-864A.
- Part 2 and Part 5 completed by **sponsor** and notarized
- Part 3 or Part 4 and Part 6 completed by the **household member** and notarized

IV. Documents for the principal immigrant and accompanying dependents:

- Principal Applicant: Original signed and notarized I-864 and I-864A (if needed) and one complete set of supporting documents (tax records, employment letters, etc.) is needed for each principal immigrant. **All accompanying dependents must be listed in Part 3 of the I-864 and Part 2 of the I-864A.**
- Accompanying dependents: Each dependent must have either a signed and notarized original or a photocopy of the principal applicant's signed and notarized I-864 and I-864A (if needed). Copies may only be used for dependents whose names appear on the principal's original forms. Copies of supporting documents are **not** required for dependents applying for visas or adjustment of status together with the principal immigrant.

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IMPORTANT NOTICE

As of Dec. 19, 1997 U.S. Immigration law requires all applications for immigrant visas in the categories listed below to be accompanied by a contractually binding Affidavit of Support (Form I-864) which has been signed by the petitioner:

- * All family-based immigrants, including adoptees (self-petitioning widow/ers and battered spouses of U.S. Citizens and the children of battered spouses of U.S. Citizens are exempt from this requirement); and
- * Those employment-based immigrants who are petitioned by a relative or by a business in which a relative has significant ownership interest.

Applicants in these visa categories must submit an Affidavit of Support, Form I-864, which has been completed by the petitioner or relative with significant ownership interest in the petitioning entity. **If the I-864, I-864A (if needed) and supporting documentation are incomplete or incorrectly assembled, they will be returned for corrections.**

Please note that once the sponsor has signed the I-864/A, the form along with supporting documentation should be returned to the NVC. It is important to complete this form properly the first time so that the NVC can complete action on the case as quickly as possible. If the applicant plans to adjust status, the I-864 must be submitted to INS within six months of filing the formal application for adjustment.

Poverty guidelines change annually. The I-864 must meet the guidelines in effect on the date of visa approval. Petitioner and other inquirers may obtain a listing of poverty guidelines as well as additional information and copies of the I-864 through the Bureau of Consular Affairs Autofax Service (Telephone No. 202-647-3000), the Bureau of Consular Affairs Web site:

[HTTP://TRAVEL.STATE.GOV/VISA_SERVICES.HTML](http://TRAVEL.STATE.GOV/VISA_SERVICES.HTML)

or through their local Immigration and Naturalization Service Office.

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IMPORTANT INFORMATION ABOUT COMPLETING THE I-864, AFFIDAVIT OF SUPPORT

The National Visa Center (NVC) will review your I-864 thoroughly before sending it to the U.S. Embassy for processing. Any information that is not complete or appears to be in error **will be returned** to you for corrections.

Please return the complete I-864 and supporting documents to;

National Visa Center
Attention: CMR
32 Rochester Ave.
Portsmouth, NH 03801-2909
(603) 334-0700

* While the petitioner (sponsor) bears the responsibility for the information contained *
* in the I-864 and many petitioners complete the form on their own, assistance may be *
* sought in preparing the form. Experience has shown that sources for providing such *
* assistance, often for a fee, include: *
* * * * *
* *Cultural or religious groups. Many such groups exist around the United States and *
* have long experience in assisting immigrants. *
* * * * *
* *Private Attorneys. You may be able to locate such an attorney through your local *
* Bar Association. *
* * * * *
* Organizations that have informed the Department of State that they perform such *
* services include: *
* * * * *
* *International Organization of Migration. IOM has offices *
* throughout the United States: Chicago, Miami, Los Angeles, New York City *
* and Washington, DC. *
