



United States Department of State  
National Visa Center  
31 Rochester Ave, Suite 200  
Portsmouth, NH 03801-2915

Petitioner's Name  
Contact Details

October 1,

NVC Case Number: MNL (Stepdaughter's Case Number)

Dear Petitioner :

The Department of State's National Visa Center (NVC) advised you of the necessary steps to prepare for an appointment to file a formal application for an immigrant visa. Our records indicate that to date you have not contacted the NVC in more than a year. If our records are in error and you have, in fact, contacted NVC within the last year, or if you have not yet contacted NVC but still wish to pursue your immigrant visa application, **please follow the instructions below immediately**. Completion of these steps is mandatory for the filing of an application at the time of interview. **No visa can be issued unless these steps have been completed.**

Section 203(g) of the Immigration and Nationality Act requires the Secretary of State to terminate the registration of any alien who fails to apply for an immigrant visa within one year following notification of the availability of a visa number. THIS LETTER SHALL SERVE AS YOUR NOTIFICATION THAT A VISA NUMBER IS CURRENTLY AVAILABLE. FAILURE TO PURSUE YOUR VISA APPLICATION BY COMPLYING WITH THE INSTRUCTIONS BELOW WILL COMMENCE PROCEEDINGS TO TERMINATE YOUR IMMIGRANT VISA REGISTRATION ONE YEAR FROM THE DATE OF THIS LETTER.

To pursue your immigrant visa application and avoid termination of your registration, you must immediately notify the **NATIONAL VISA CENTER AT THE ADDRESS ON THE NEXT PAGE**. Upon receipt of your letter, the National Visa Center will send you information on applying for your immigrant visa. If you do not request information on applying for your immigrant visa within one year of the date of this letter, your immigrant visa registration will be terminated.

If you are no longer interested in pursuing your immigrant visa application for any reason, please complete the attached sheet and return it to the National Visa Center at the address given.

If you have any questions or are experiencing difficulty in complying with the above instructions, please contact the **NATIONAL VISA CENTER AT THE ADDRESS ON THE NEXT PAGE** or call (603) 334-0700 between the hours of 7:30am to midnight Eastern Time.

Sincerely,

Director  
National Visa Center

(Rev. 04-2006)

Case Number: MNL  
Applicant Name: Stepdaughter 's Name  
Last Contact Date: September 16, 2009

(Please check one:)

Yes, I wish to pursue my immigrant visa application, please send me information on applying for my immigrant visa. I understand I will have to resubmit all required fees and documents in order to continue the immigrant visa process.

No, I do not want to pursue my immigrant visa application for one of the following reasons:

I have adjusted status. (Please send a copy of both sides of your alien registration card.)

I have received an immigrant visa through another petition and am now a permanent resident. (Please send us a copy of both sides of your alien registration card.)

I am no longer interested in immigrating to the U.S.

Other. (Please explain.)

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(Signature)

Please inform us by returning this page to the address below:

United States Department of State  
National Visa Center  
Attn: WC/MFL  
31 Rochester Avenue, Suite 200  
Portsmouth, NH 03801-2915  
U.S.A.