



Documents required for Alien Fiancé (K) Petitions Checklist

Please obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item. Do NOT send them to the consular office.

- Passport**
with at least 6 months validity from date of planned entry into the USA

- Non-Immigration Visa Application form (DS-160):** Each applicant should completely fill out the DS-160 Online Non-Immigration Visa application form. You may find this online Non-Immigration Visa Application form at: <https://ceac.state.gov/genniv/>

- Photographs:** Please see the attached photo instruction sheet and bring 2 photos for each applicant.

- Visa Fee:** Each applicant must be ready to pay US \$240 (or equivalent Taka) non-refundable visa fee.

- Registered Birth Certificate:** For detailed information on birth and death certificates please see attached.

- Marriage Certificate and Divorce Certificate:** If you were married previously, obtain your marriage certificate(s), and divorce decree(s) or death certificate to prove the dissolution of each such prior marriage (Original and one copy of each document).

- Affidavit of Support:** An original copy of notarized I-134 Affidavit of Support (AOS) is required from the petitioner for each applicant. Affidavits from other individuals can be submitted but will not be given the same consideration as an AOS from the petitioner.

- Last 3 Years' Income Tax Return:** AOS should be accompanied by last three years of the petitioner's federal income tax returns and supporting W-2 form(s), IRS-issued proof of payment showing taxes were paid, current employment letter(s) and pay stubs & relevant bank statements.

- Police Certificates:** Each visa applicant aged 16 or over need to bring a police certificate from the police authorities for each of the following: their current residence of the country of their nationality where they have resided at least six months or more, all other countries where the applicant has resided for at least one year, and any place where the applicant has been arrested for any reason. (Original and one copy for each applicant)

INSTRUCTIONS FOR REGISTERED BIRTH/DEATH CERTIFICATE

The registered birth/death certificate is issued in compliance with the construct 21 rules of the Government of Bangladesh and it is subject to a registration of the birth/death of any person with the local Birth/Death register office. The government of Bangladesh has designated local birth and death registry office all over Bangladesh. Applicants should contact the birth/death register office in their locality (where they were born/where the deceased was buried). The authorized birth/death registrar office is usually the City Corporation, the Pourashava Office, the Union Porishad Office or the Cantonment Board. However, in some rural areas, the Chairman's office provides registered birth/death certificate.

Every birth/death registry office issues formatted certificates. The format of the birth/death certificate should have the serial number of the register, page number of the register where the data is recorded along with the birth/death details of the person whose birth/death is being registered. It should also have the information of the person who registered the birth/death.

Affidavits of birth from relatives, friends and neighbors will not be accepted. The birth certificate that the petitioner used when first immigrating to the US must also be submitted in IR-5 and F4 cases. In addition, birth certificates should be presented for all unmarried children under age 21, even if they do not wish to or are ineligible to immigrate at this time.

Death certificate from any hospital, clinic or doctor will not be accepted. If your spouse or previous spouse or any family member related to your case processing is deceased you should obtain the death certificate from the designated death registry office.

INSTRUCTIONS FOR MARRIAGE CERTIFICATE

According to the Bangladeshi civil law all marriages in Bangladesh require registration with the appropriate Marriage Registrar. For Muslim marriage both the marriage certificate and Nikah Nama (Bangla and English) must be submitted, even if spouse is deceased. If applicants were married a long time back and do not have a Nikah Nama they should contact the Kazi Office that solemnized the marriage. In absence of the Kazi Office or registrar who solemnized the marriage applicants should contact the local Kazi Office and obtain a Nikah Nama and marriage certificate.

In the absence of specific instructions regarding Hindu/Buddhist/Christian marriage registration our office accepts any of the following:

Marriage registration with the City Corporation: A marriage certificate issued by a City Corporation registrar office that includes all the necessary information concerning the parties and the wedding ceremony. This is a certificate prepared on a standard, government-printed form that includes information of the person registering the marriage.

Certification from a Priest/Church/Temple: A marriage certificate which is issued by the priest who has solemnized the marriage or the administration of the Church/Temple where the marriage was solemnized. This format may vary but will contain the same information regarding the concerned parties, the wedding ceremony and the information of the priest who is registering the marriage.

Affidavits of marriage from applicants, relatives or family members will not be accepted.



INSTRUCTIONS FOR OBTAINING POLICE CERTIFICATES:

Each visa applicant aged 16 or over must submit a police certificate from the police authorities for each of the following:

- their current residence in the country of their nationality,
- all other countries where the applicant has resided for at least one year, and
- any jurisdiction where the applicant has been arrested for any reason.

In order to obtain a police certificate from **Bangladesh**, a fee of Taka 500 (for each police certificate) payable to Bangladesh Bank or Sonali Bank is required by the Government of Bangladesh. Applicants should contact their local police station with a copy of the fee receipt (TR form No. 6), their passports and an application requesting the Officer-In-Charge to issue a police certificate. The police certificate should be reviewed, cleared and signed by the Deputy Police Commissioner and the Ministry of Foreign Affairs of the Government of Bangladesh. The procedures may be changed at any time by the Government of Bangladesh. For additional instructions applicants should contact the local police station.

IMPORTANT NOTE: Current and former residents of the United States should **NOT** obtain any police certificates covering their residence in the United States. If the applicants have lived in any other foreign country for more than one year, they should submit a police certificate that covers the entire period of the applicant's residence in that country.

ARREST RECORD: If any applicant has prior arrest record(s), he or she should submit police certificate(s) showing a record of all arrests, the reason for the arrest(s), and the disposition of each case. The documentation should cite the section of law covering the offense.

Police certificates from certain countries are unavailable. More specific information is available on line at http://travel.state.gov/reciprocity/country_pick.html

PHOTO STUDIOS IN DHAKA

Below is a list of photo studios in Dhaka that are able to provide you the type of photograph necessary for your visa or passport application. **We are not recommending any particular studio to you.** We do know, however, that all the studios listed have done good work in the past. You may use any studio you wish and are not obligated to use any of the one's listed below:

Colorpoint Studio

3, Metropolitan Plaza, Gulshan-2 Circle
Dhaka-1212, Telephone: 8850159

Panorama

Commercial Photographer
L. Mallick Complex
12, Purana Paltan (2nd Floor)
Dhaka-1000, Bangladesh
Phone: 9553047, 01911-356856
E-mail: Panorama.mahbub@yahoo.com

Hollywood Picture Studio's

2-3 Zahed Plaza
30 North Avenue (Ground Floor)
Gulshan Circle-2 Dhaka 1212
Phone: 8815489, 01819-229868,

Qamar Photographers

18/2 Topkhana Road (1st Floor), Dhaka
Phones: 9563342, 011-074291

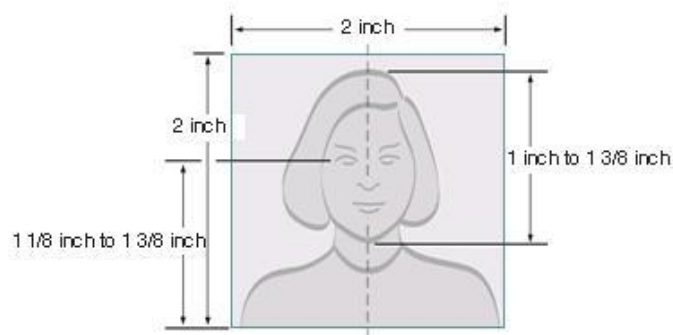
Sonargaon Studio

Russell Center
27 Hatkhola Road (Opposite of Ovishar Cinema Hall)
Dhaka-1203, Bangladesh
Phone: 9559892, 01714242567
E mail: lilymomotaz@hotmail.com

V.I.P. Photo Studio & Lab

Gulshan Palladium (1st floor), Road-95, Gulshan-2
Dhaka-1212, Bangladesh
Telephone: 9880697, 8881547, 01914-323438
E-mail: vipstd123@yahoo.com

Well Composed Photo Composition Examples



IMMIGRANT AND DV PHOTO REQUIREMENTS:

- Two (2) photographs are required.
- The photograph must be in color and must be taken against a white or off-white background. Photos with dark, busy, or patterned backgrounds will not be accepted.
- Photographs should be 2 x 2 inches (50 x 50) mm. The image size measured from the bottom of the chin to the top of the head (including hair) must not be less than 1 inch or more than 1^{3/8} inches.
- The applicant must face the camera directly, with both ears visible. Both eyes must be clearly visible.
- Photographs must show the subject in a front view with full face.
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side.
- Head coverings and hats are only acceptable due to religious beliefs, and even then, may not cover any portion of the applicant's face.
- Sunglasses or other wear which detracts from the face are not acceptable unless required for medical reasons (an eye patch, for example).
- Photos of military, airline or other personnel wearing hats are not acceptable. Photographs of applicants wearing tribal, national costume, or other headgear not specifically religious in nature are not acceptable.
- Surface of the photograph must be glossy unretouched and not mounted.
- Photographs must be taken within 6 months prior to your appointment date to reflect your current appearance.