



AMBASSADE DES ETATS-UNIS  
IMMIGRANT VISA UNIT  
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**INTERVIEW PREPARATION INSTRUCTIONS  
FOR IMMIGRANT VISA APPLICANTS**

*Congratulations! Your initial visa application processing at U.S. Embassy, Paris has been completed. Please follow the instructions below to continue your application process. Documents included in this packet include:*

1. Form DS-2001: Notification of Applicant Readiness
3. Photo Information Sheet
4. When applicable French police record (*casier judiciaire*) Information Sheet
5. Copy of the approved I-129F petition
6. Pamphlet: Information on the Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa. **IF not included please visit the following website** [http://travel.state.gov/visa/temp/pamphlet/pamphlet\\_5725.html](http://travel.state.gov/visa/temp/pamphlet/pamphlet_5725.html)

**STEP ONE:** Complete form (DS-160) Online Immigrant Visa Application at [http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html) -- **mandatory for each visa applicant.**

**STEP TWO:** Obtain original or certified copies of documents listed below for yourself and each family member who will immigrate to the United States from the relevant issuing authority. All documents are required, even if previously submitted with a petition filed with U.S. Citizenship and Immigration Services (USCIS) in the United States.

*Do NOT send these documents to the American Embassy in Paris. Keep them for your interview. Recent Original documents must be presented. Photocopies are not accepted.*

*All documents must be in English or French. Documents in all other languages must be accompanied by certified English-language translations. The translation must include a signed statement by the translator affirming that the translation is accurate and the translator is competent to translate.*

**Passports:** Each passport must be in good condition and valid for travel to the United States and have at least eight months validity beyond the issuance date of the visa. A separate passport is required for each individual.

**Photographs:** Two (2) color photographs with white background on glossy paper, unretouched, and unmounted are required (See the enclosed Photo Information Sheet for guidelines).

**Birth certificates:** One original or a certified copy of the birth certificate (*copie integrale de l'acte de naissance*) is required for each person named in the application. **In countries such as France where an updated birth certificate is available, the birth certificate must be less than 3 months old.** The birth certificate must state the date and place of birth and the names of both parents. The certificate must also indicate if it is an extract from official records. **Birth listings in family books (*livret de famille*) are not accepted.**

Parents must present birth records for all unmarried children under the age of 21. If you or any of your children were adopted, you must submit certified copies of the final adoption decrees (both from the country where the child was adopted and from the current country of residence). Photocopies are acceptable provided that the original is offered for inspection by the consular officer.

**Divorce judgments:** Applicants who have been previously married must submit evidence of the termination of **EACH** previous marriage. Evidence must be in the form of original or certified copy divorce decrees obtained by the adjudicating authority, bearing the appropriate seal or stamp. Original or certified copy death certificate or annulments are also acceptable if applicable.

**Death certificates:** Widowed applicants must submit an original death certificate (*Copie integrale de l'acte de deces*) or a certified copy bearing the appropriate seal or stamp of the issuing authority.

**Police certificates:** Each visa applicant aged 16 years or older is required to submit a police certificate or "*casier judiciaire*" from the police authorities of: the applicant's country of citizenship, current country of residence (if applicant has resided there for at least six months) and all countries where the applicant has resided for at least one year. Please see <http://travel.state.gov> "reciprocity by country" for more information on how to obtain a police certificate (with the exception of the United States).

Applicants with any arrest record must also provide police certificates from the authorities having jurisdiction over the place of arrest. (This includes arrests in the United States). The police certificate must cover the entire period of residence, and state what the appropriate authorities' records show concerning the applicant, including all arrests, the reason for the arrest(s), and the disposition of each case. Police certificates must have been issued no more than a year before your visa interview, **the French "*casier judiciaire bulletin n°3*" must be less than 3 months old at the time of the interview.**

**Court and prison records:** Applicants convicted of a crime must submit 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 for which the applicant was convicted, and the disposition of the case, including sentence or other penalty or fine imposed.

**Deportation papers:** Applicants previously deported or removed at government expense from the United States must provide copies of deportation hearing and judgments. Form I-212, Permission to Reapply after Deportation, must be filed with U.S. Citizenship and Immigration Services. This form is available online at <http://www.uscis.gov>.

**WA**  **Military records:** Persons who have served in the military forces of any country must provide an original copy of their military record. If exempted from military service, the applicant should also provide an original copy of the exemption record.

**STEP THREE:** As soon as you obtain all required documents that apply to your case, carefully read form DS-2001: Notification of Applicant Readiness. Sign form DS-2001 and mail it to the address at the top of this form. You will receive instructions on payment and scheduling an interview once the form DS-2001 is signed and returned to our office.

**Important! Please ensure that you have the required documents applicable to your case before sending in form DS-2001. Sending form DS-2001 before first obtaining all required documents will NOT expedite your visa application process.**

**STEP FOUR:** The Visa Interview and medical exam: Once our office has received the DS-2001, we will send you instructions on how to pay and schedule your interview and medical exam.

***Change of Address or Personal Situation:*** You do not need to contact this office unless you have to report a change of address or change to your personal situation (e.g. marriage, death of petitioner, or birth of children). It is your responsibility to keep this office informed of your current address at all times.

**Important Notice:**

***You are advised not to make travel arrangements for departure or to dispose of personal property or resign employment until you have your visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.***