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CHECKLIST FOR CONSULAR PROCESSING

Upon approval of the I-130 Petition for an Alien Relative, the National Visa Center will issue a “fee bill,” which can be paid online. The cost for an immediate relative petition is \$230 and the Affidavit of Support is \$88, but these amounts are subject to change. Please enter your attorney’s email address when paying online, in addition to your own, so we will also be sent a copy of the receipt.

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PETITIONER (U.S. Citizen):

1. Copy of last three (3) years of W-2s and federal tax returns
2. Letter from your current employer stating job title, salary and start date of your employment period
3. Birth certificate (original or certified copy) (doesn’t apply to marriage cases, only other family-based cases)

BENEFICIARY (Foreign National):

1. Two (2) photos according to the following specifications:
 - A white or light colored background, 2”x2” standard size. For more information, click here:
http://travel.state.gov/passport/guide/composition/composition_874.html?css=print
2. Birth certificate (original or certified copy) - **MUST** have both parents' full names and the full name of the applicant, and his or her date and place of birth. If the home country offers both a long and short version you must obtain the **LONG FORM** birth certificate.
3. Marriage certificate (original or certified copy)
4. Marriage termination documentation, if applicable (original or certified copy)
5. Police certificates from all countries you resided in for six (6) months or more since reaching the age of 16 (except the United States)
6. Military records, if applicable (original or certified copy)
7. Copy of the biographic page of your current passport

8. Form DS-260 – you must fill this out, and we will review the form before you submit.

Translation Requirements

All foreign language documents must be accompanied by a certified translation. The translation must include a statement signed by the translator stating that the translation is accurate and translator is competent to translate.

Certified Copy

A certified copy is a copy of an original document that has on it an endorsement or certificate that it is a true copy of the original document. It is normally obtained through the office that issued the original document. If the document is in a foreign language, it will need to be translated prior to certification. Note that an apostille is not a substitute for a certified copy, and not required by the U.S. government

Medical Exam

A medical exam abroad is required for all beneficiaries applying for permanent residence in the United States but should not be scheduled until an interview date is set.

Additional Information

All U.S. Embassies or Consulates have country-specific rules; you should visit the following in addition to using this generalized guide:

1. For more information on document requirements, please visit http://travel.state.gov/visa/immigrants/info/info_3195.html#certificates
2. For country-specific information regarding documents, please visit http://travel.state.gov/visa/fees/fees_3272.html choose your country from the drop down list, then click on the hyperlink that says “jump to country documents.”
3. To determine whether the U.S. Consulate in the country of processing has additional, specific requirements, please visit http://travel.state.gov/visa/immigrants/info/info_3830.html
4. For more information on how to prepare for the interview please visit http://travel.state.gov/visa/immigrants/info/info_3731.html