

**INSTRUCTIONS FOR FIANCE(E)**  
**VISA APPLICANTS (Packet 3)**

This office has received evidence entitling you to a K1 nonimmigrant visa to travel to the United States to marry an American citizen. While no assurance can be given regarding the date of your visa interview, you should now prepare for that appointment by taking the following **FOUR steps**:

**FIRST**: Complete the enclosed Form DS-230, Part 1, Application for Immigrant Visa and Alien Registration, and send it *via fax* to (39) (081) 583-8394 or send the original Part I *via mail* to Consolato Generale Americano, Piazza della Repubblica, 80122 Napoli, Italy. We recommend that you fax us the DS-230, Part I, because it is both more reliable and faster, and keep the original DS-230, Parts I and II, for presentation at the time of the visa interview. **The Consulate cannot process your case until it receives this form.**

**SECOND**: Fill out but **do not sign** the enclosed forms: (1) DS-156 Nonimmigrant Visa Application (**in duplicate**); you must also complete two copies of the DS-156 for each child who will apply with you; and (2) DS-156K Nonimmigrant Fiance(e) Visa Application. Keep these forms for presentation at the time of the interview. **Do not send them to the Consulate.**

***Important Notice Regarding Forms***: Please read the instructions for each form carefully and use type or block letters to fill out each form. Answer every question and fill in each numbered block. If a question or numbered block does not apply to your case, write in "Not Applicable" or "NA." You must complete a separate form for each member of your family who plans to apply with you.

**THIRD**: Obtain the following original documents or certified copies for yourself and for each family member who will accompany you to the United States. All documents that pertain to your case are required, even if they were previously submitted to the Immigration and Naturalization Service with your petition. **Do not send the documents to the consular office. Keep them for presentation at the time of the visa interview.**

ÿ **1. PASSPORTS**: A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.

ÿ **2. BIRTH CERTIFICATES**: The original or certified copy of the birth certificate of each person named in the application, including the person who filed the original petition, is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time (if children are deceased, so state giving year of death). The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree.

**Unobtainable birth certificate**: Your birth record may not be obtainable because, e.g., your birth was never officially recorded; your birth records have been destroyed; or the appropriate government authority will not issue one. In such a case, please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement

you *must* present secondary evidence such as: a baptismal certificate that contains the date and place of birth and both parent's names providing the baptism took place shortly after birth; an adoption decree for an adopted child; or an affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parent's names, and the mother's maiden name. An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned.

ÿ **3. POLICE CERTIFICATES**: Original police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

<b>IF the applicant...</b>	<b>AND...</b>	<b>THEN the applicant needs a police certificate from...</b>
has lived in his/her country of nationality or at his/her current residence for more than <b>6 months</b>	was 16 years or older at that time	the police authorities of that locality.
lived in a different part of his/her country of nationality for more than <b>6 months</b>	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than <b>12 months</b>	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must cover the entire period of the applicant's residence in that area and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. For additional information, see the enclosure entitled "Immigrant Visa Supplemental Information Sheet."

**Note for Residents of Italy:** Persons who reside or have resided in Italy can obtain the certificate, called the Certificato del Casellario Giudiziale, by applying in person or by mail at any office of the Procura della Repubblica throughout the country.

ÿ **4. COURT AND PRISON RECORDS**: Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime of which the applicant was convicted and the disposition of the case, including sentence or other penalty or fine imposed.

ÿ **5. MILITARY RECORDS**: Persons who have served in the military forces of any country must present a certified copy of their military record.

ÿ 6. PHOTOGRAPHS: Three color photographs with white background on glossy paper, unretouched and unmounted, are required. The photograph must be a three-quarter frontal portrait with the right side of the face and right ear visible. The dimensions of the facial image must measure about one inch (30mm) from chin to top of hair. No head covering or dark glasses should be worn.

ÿ 7. TERMINATION OF MARRIAGE DOCUMENTS: Proof of the termination of any previous marriage of the petitioner, the applicant, and any children under age 21 must also be submitted (e.g., original or certified copies of death certificate of spouse, final decrees of divorce or annulment).

□ 8. RECEIPT: Receipt from any branch of the Banca Nazionale del Lavoro showing payment of the non-refundable \$100 nonimmigrant visa application fee for each applicant (reference: *Azienda 29 – USDO Charleston – Posizione I*). There is a BNL branch just a few blocks away from the Consulate.

□ 9. EVIDENCE OF SUPPORT: Evidence that shows the applicant(s) is/are not likely to become a public charge in the United States. Such evidence may include documentary proof of: (1) the applicant's personal assets that would be available in the United States; or (2) the income, property, and assets of the petitioner and/or others in the U.S. who are willing to support applicant(s). Proof may be in the form of employment records, copies of U.S. tax returns, bank statements or letters, property documents, business documents, affidavit(s) of support, etc. An Affidavit of Support form I-134 is enclosed for your convenience.

□ 10. MEDICAL EXAMINATION: Each applicant, including children, must undergo a medical examination as part of the application process. The applicant is responsible for paying the cost of the examination. More information about the medical examination will be provided at the time the visa interview is scheduled.

ÿ 11. TRANSLATIONS: All documents not in English or Italian must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public.

**Unless otherwise specified, only one copy of each document, except photographs, must be submitted with the visa application. You are advised, however, to obtain the necessary documents in duplicate, as this will enable you to provide identical copies in the event the first set is lost or damaged.**

**FOURTH**: As soon as you have obtained all the documents that apply to your case, carefully read and complete the enclosed "Applicant's Statement," sign and date it, and send it *via fax* to (39) (081) 583-8394 send the original Part I *via mail* to Consolato Generale Americano, Piazza della Repubblica, 80122 Napoli, Italy. We recommend that you fax us the DS-230, Part I, because it is both more reliable and faster. **The Consulate will not schedule your appointment until you complete, sign, and return the Statement.**

You will be scheduled for a medical examination and visa interview at the earliest possible date following receipt of the "Applicant's Statement" at the Consulate. While it is not possible to predict exactly when this will be, appointments are normally set for dates within thirty (30) days of the receipt

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of the “Applicant’s Statement. You will receive an appointment letter along with the instructions for the medical examination approximately two to three weeks before your scheduled interview.

You need not contact the Consulate except to report a **change of address** or a change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to the Consulate General unless you are specifically requested to do so.

**For Information:** If you are in Italy and you have questions about the visa process or the forms, please call the Visa Information Service at **166 128 634**. If you are not in Italy, you may send a **fax** to **0039 081 583 8394**. For general information about the visa process, visit the Department of State web site at [http://travel.state.gov/visa\\_services.html](http://travel.state.gov/visa_services.html).

**Enclosures:**

1. Applicant’s Statement
2. Form DS-230, Part I, Application for Immigrant Visa and Alien Registration, Biographic Data
3. Form DS-156 Nonimmigrant Visa Application (two)
4. Form DS-156K Nonimmigrant Fiance(e) Visa Application
5. Immigrant Visa Supplemental Information Sheet
6. Form I-134 (Affidavit of Support and Instructions)
7. Instructions for the Medical Examination

**APPLICANT'S STATEMENT**

I have in my possession and I am prepared to present all the documents listed in items 1 through 11 in the "Instructions for Fiance(e) Visa Applicants" that apply to my case. I fully realize that no advance assurance can be given when or whether a visa will be issued to me. I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. When it is possible for me to receive an appointment to make formal visa application, I intend to apply: (check appropriate boxes).

1. Alone

2. Together with my children: (Print name of each child) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Case Number (if available): \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail \_\_\_\_\_

**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT**  
**UNTIL YOU SUBMIT THIS FORM AND THE DS-230, PART I.**  
**PLEASE DO NOT SEND ANY OTHER DOCUMENTS TO THIS OFFICE UNLESS**  
**SPECIFICALLY REQUESTED TO DO SO.**