

U.S. Embassy Madrid
Consular Section (IV)
Serrano 75
28006 Madrid, Spain

INSTRUCTIONS FOR FIANCÉ(E) VISA APPLICANTS

This office has received an approved petition on your behalf; please, take the following steps to start the final process in your K-1 visa application. For additional information and frequently asked questions about the fiancé visa process, please, refer to our website: <http://madrid.usembassy.gov/visas/immigrant/fiance.html>. If you have specific questions relating to the status of your actual case, you may send an email, stating your full name and case number to: ivmadrid@state.gov.

While no specifics can be given at this time regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following steps. Please, be aware that we are unable to schedule your appointment for the interview until you have completed the first step:

FIRST: Obtain the following documents on this check list (even if they were previously submitted to DHS/USCIS or NVC) which pertain to you. As you obtain each document, check the box before each item. Once you have assembled all documents pertaining to your case, please send them to us by standard or registered mail or courier service, together with a completed page 3 of this information sheet. Do not separate original and the copy. Please, put the paperwork in the following order:

- 1. **DS-160:** You need to complete the online application form, DS-160 for each applicant included in the case. The Consular Electronic Application Center can be accessed directly through: <https://ceac.state.gov/genniv/>. We cannot initiate processing of your application until the electronic form has been uploaded, please, **send a copy of the confirmation page with the barcode**.
- 2. **PASSPORTS (copy of biographic page):** A passport must be valid for travel to the United States and must have at least 8 months validity beyond the issuance date of the visa. Please, we advised that the visa will be issued in the same name as is listed in your passport. All children over the age of 16 must have their own passport. **Do not mail in your original passport unless specifically requested to do so!**
- 3. **BIRTH CERTIFICATE (original & one copy):** A birth certificate is required for each person named in the application. Birth records must be presented for all applicants that wish to immigrate at this time. The certificate must state the date and place of birth and the names of both parents. If you, or any children were adopted, you must submit a certified copy of the final adoption decree. **The birth certificate must be from the country where you were born.**

UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should sign a notarized statement giving the name and date of the applicant's birth, etc. In such cases, please bring any secondary evidence you might have concerning your birth.

- 4. **DIVORCE AND DEATH CERTIFICATES (original & one copy):** Proof of the termination of any previous marriage must be submitted (e.g., death certificate of spouse; final decree of divorce or annulment).
- 5. **POLICE CERTIFICATES (original):** Every visa applicant 16 years or over is required to submit a police certificate from the country of the applicant's nationality and current residence if the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required **from all other countries** where the applicant has resided for **six months or longer**. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police

certificates must cover the entire period of the applicant's residence in that specific country. The certificate from your current country of residence must be of *recent date* (**not older than one year**) when presented to the consular officer.

The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, and the reasons for the arrests. The Spanish police certificate is known as "Certificado de Antecedentes Penales". Police certificates from certain countries are considered unobtainable. More specific information is available from the nearest U.S. immigrant visa processing post, or on line at: <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>.

Present and former residents of the United States should not obtain any police certificates covering their residence in the USA.

6. COURT AND PRISON RECORDS (original & one copy): 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 circumstances surrounding the crime of which the applicant was convicted and the disposition of the case, including sentence or other penalty or fine imposed.

7. MILITARY RECORDS (original & one copy): A military service record, if applicable and obtainable, is required.

8. ONE PHOTOGRAPH: All immigrant visa applicants, regardless their age, must send one color passport size photograph (5 cm X 5 cm), white background and taken within the past six months. No head covering or dark glasses should be worn.

9. EVIDENCE OF FINANCIAL SUPPORT (original completed form with original signature): Evidence which will show that you and your children, if any, are not likely to become public charges in the United States. If an affidavit of support is submitted, form I-134 should be used. The I-134 must be accompanied by a copy of the most recent income tax return (1040 & W2) and evidence of assets. Form I-134 may be downloaded directly from the "Forms" page on the USCIS website: www.uscis.gov.

10. TRANSLATIONS (original & copy): All documents not in English, or in the official language of the country in which application for a visa is being made (Spanish), must be accompanied by certified English translations. Translations must be certified by a competent and registered translator. The original document that is being translated must also be presented with the original translation.

ONLY ONE COPY OF EACH DOCUMENT 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.

SECOND: Payment of visa application fee. Once you get the appointment for your visa interview you must register in the web page <https://ais.usvisa-info.com/en-ES/iv> to pay for the visa process fee and to get the documents back after the interview. You must bring proof of the payment the appointment day.

THIRD: Arrange for your medical examination. Visa applicants are responsible for scheduling their own appointment for a medical examination before the scheduled interview date with the approved panel physicians. You should note that the medical examination is only valid for 6 months and the visa validity will be limited to the validity of your medical exam. Our approved panel physician is listed on our website at http://madrid.usembassy.gov/visas/immigrant/medical_examination.html. You must print the letter in the website to take it to your medical appointment. **DO NOT SEND THE MEDICAL EXAM; BRING IT ON THE APPOINTMENT DATE.**

PLEASE READ THE FOLLOWING CAREFULLY

After this form and all applicable documents has been received and reviewed by the Immigrant Visa Unit, you will be scheduled for a visa interview at the earliest possible date. The time frame for this cannot be predicted in advance. You will not normally receive any further correspondence from this office until the appointment is scheduled. For detailed information about fiancé visa fees please see the webpage <https://travel.state.gov/content/visas/english/fees/fees-visa-services.html>.

You do not need to contact this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children, etc.

Please, note that due to the high volume of incoming mail and emails we are unable to confirm the receipt of incoming mail/documents. If you wish to receive a confirmation receipt you may arrange this through the mail service provided, such as Spanish registered mail, courier service, etc.

REQUEST FOR VISA INTERVIEW

I have attached the original and one photocopy of all the documents listed in items 1 through 10 which apply to my case. I fully realize that no advance assurance can be given regarding when or whether a visa will actually be issued to me, and I also understand that **I should NOT resign from my place of employment, sell any property, or make any final travel arrangements until the visa has actually been issued and is in my possession.**

Case Number (if available) _____

Print Name _____

Signature _____

Date _____

Current Address _____

Telephone number _____

E-mail address _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE MAILED THIS FORM, TOGETHER WITH ALL NECESSARY DOCUMENTS, TO THIS OFFICE. DOCUMENTS SUBMITTED TO US VIA FAX OR EMAIL WILL NOT BE ACCEPTED; AS WE MUST REVIEW THE ORIGINALS. YOU MAY SEND YOUR DOCUMENTS VIA STANDARD OR REGISTERED MAIL OR COURIER SERVICE. AFTER WE HAVE RECEIVED AND REVIEWED YOUR PAPERWORK, YOUR APPOINTMENT LETTER AND/OR FURTHER INFORMATION WILL BE SENT TO YOU WITHIN 2 - 4 WEEKS.

IT IS YOUR RESPONSABILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION.

On the appointment day please bring the following items:

- Proof of Visa fee payment.
- Your original passport.
- Medical exam.
- Proof of relationship (photos, emails, letters...)

The original documents will be returned to you, **if you have provided a copy**, after the formal visa interview with the consular officer has taken place.