

***Immigrant Visa Unit  
42 Queen Street  
Nassau, Bahamas***

***Immigrant / Fiancé(e) Visa Interview Checklist***

If you received a letter confirming you're your case has been forwarded to the Embassy, follow the steps below to prepare for your interview. Failure to follow the instructions below and/or provide required documents will result in significant processing delays. **DO NOT POST YOUR DOCUMENTS TO THE EMBASSY.**

**Step One:** Complete the DS-260 "Immigrant Visa Electronic Application Form" for each applicant (spouse, children, etc.) The DS-260 is available at <https://ceac.state.gov/IV/Default.aspx>.

\*\*\*If you do not have an invoice number, you should provide your **case number** (normally beginning with NSS) and your date of birth (in the format YYYYMMDD) in place of the invoice number.

\*\*\***For K visa applicants ONLY**, complete the DS-160 online at <https://ceac.state.gov/genniv/> and print the confirmation page. The DS-160 confirmation page must be presented on the day of your interview.

**Step Two:** Obtain the documents listed below that are applicable to your case and bring them with you

to the Embassy on the day of your interview. \*\*Bring the original documents, one photocopy of each

document, and a certified translation for any documents in languages other than English.

- Passport: The applicant(s) passport(s) must be valid for travel to the United States and must have at least six (6) months of validity from the date the visa is issued.
- Birth Certificate: An original or certified copy for each applicant. The date, place of birth, and

parent(s) name(s) must be shown on the birth certificate.

- Marriage Certificate: If you are/were married you must present an original or certified copy. You must also present proof of the dissolution of any previous marriage, such as a death certificate, divorce decree or evidence of annulment.
- Statutory Declaration/Change of Name Deed Poll: If the name on your birth certificate differs from the name on your passport, and the change was not made through marriage, legal evidence of your name change is required.
- Police Certificate: Each applicant age 16 years and older, must present a police certificate, if

obtainable, from his/her country of current residence and country of nationality. Police certificates are required from countries of previous residence, if residence there was for more than one year. Detailed, country-specific information on obtaining police certificates (and other civil documents) can be found at [http://travel.state.gov/visa/fees/fees\\_3272.html](http://travel.state.gov/visa/fees/fees_3272.html). \*\*All names/aliases (e.g. full name as it appears on your birth certificate, maiden name, baptismal name, alternate spellings of names that you have used on legal documents, etc.) must be included on the police certificate. Bahamian police certificates are valid for six year from the date of issuance. If your police certificate expires before the date of your visa interview, you must obtain a new one.

- Military Record: A certified copy of any military record, if applicable and obtainable, is required.
- Photographs: Two (2) color photographs – 2 inches by 2 inches – are required. The

- photos must have been taken within the past six months.
- Affidavit of Support: Intending immigrants must be able to prove that they will be able to subsist for an extended period of time at 125% above the poverty level (or 100% for petitioner's who are active duty military).

**Who requires an I-864?**

Individuals qualifying for immigration in the immediate relative category as a spouse, child (including orphans), or parent of a U.S. citizen (IR1, CR1, CR2, IR5). Individuals qualifying for immigration in the family based preference categories as the unmarried son/daughter, married son/daughter, brother/sister of a U.S. citizen and the spouse and unmarried child of a Lawful Permanent Resident (F1, F2, F3, F4).

If you are applying for a K, DV or SB1 (Returning Resident) you may complete form I-134, not I-864.

Complete instructions and forms may be downloaded from <http://www.uscis.gov>  
Proof of U.S. federal income tax returns, for the most recent tax year, are required from all U.S. citizen sponsor's/joint sponsors. For more information on U.S. tax filing requirements, visit: <http://www.irs.gov/Individuals/International-Taxpayers/U.S.-Citizens-and-ResidentAliens-Abroad>

Step Three: Schedule an appointment for your medical exam with Dr. Cargill 242-326-5230 or residing on the island of Grand Bahama Dr. Lockhart 242-373-9174. Each applicant must bring 3 photos to the medical exam.

Applicants are advised **NOT** to make any non-refundable travel plans. Issuance of a visa is not guaranteed. A Consular Officer will evaluate your case and make a final determination.