



Consular Section  
American Embassy  
Bangkok, Thailand

## Instructions for Immigrant and “K” Visa Applicants

### (Packet 3)

This office has received a petition entitling you either to an immigrant visa or “K-1” nonimmigrant visa classification as an alien proceeding to the United States to marry an American citizen. To prepare for your interview appointment with a consular officer, please read and follow carefully the instructions below.

**First:** Complete and return immediately to this office the enclosed Form DS-230 Part I, Biographic Data. This office cannot process your case until this form is received.

**Second:** Nonimmigrant K visa applicants are required to submit the Electronic Visa Application Form (EVAF) version of Form DS-156. Please enter your data directly in the DS-156 electronic form found online at <https://evisaforms.state.gov> and print it out when all blocks are filled out. The completed printed form will include a unique barcode. If your children will apply with you, each child is required to submit his or her individual EVAF.

**Third:** Obtain the following documents on this checklist which pertain to you. Do not send them to this office but present them when you formally apply for your visa. Once you can certify that you will have all the documents in time for the interview, complete and sign this Checklist of Documents and return it to the embassy. **Your interview will not be scheduled until we have received both the DS-230 Part I and this Checklist of Documents.**

**Note:** The documents listed are required for both your nonimmigrant visa and the U.S. Immigration authorities when you apply for permanent resident status. If you wish to retain the original document, you must bring a photocopy along with the original and we will be happy to return the original to you after the interview. **You are strongly urged to personally keep a duplicate file copy of all documents submitted in connection with your visa application.**

### All applicants must present the following documents at the interview:

- Passport:** A passport must be valid for travel to the United States and must have at least eight months validity beyond the visa issuance date. An immigrant visa is issued the same name which appears on the applicant’s passport. If you have changed your name due to marriage and would like the visa to reflect the change, your passport must first be amended to include the new name. It is not required that you change your name.

**Birth Certificates:** You will need one original or certified copy of the birth record or family register and ID for each visa applicant. The certificate must contain the seal or signature of the official custodian to the record and also show that it is an extract from an official record. If you or any children were adopted, you must submit a certified copy of the final adoption decree. You must also submit birth certificates for all unmarried children under age 21, even if they are not applying for a visa. Photo static copies are acceptable provided the original is offered for inspection by the consular officer.

**Unobtainable Birth Certificates:** If an official birth certificate is not obtainable, present the best possible secondary evidence, such as a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from your parents.

**Photographs:** Two (2) 2 x 2 inches (50 x 50 mm) frontal view photographs are required. The photographs can be color or black and white with white background, no border, must face the camera directly, must show ears, the face must fill at least 50 % of the area, and are less than six months old.

**Marriage Certificates:** If you were previously married, you must submit a certified copy of your marriage certificate and proof of termination of your previous marriage (e.g. death certificate of spouse, final decree of divorce or annulment).

**Evidence of Relationship:** You should bring with you evidence to establish the relationship between you and the petitioner. It is, therefore, useful to bring with you letters, photographs, or other evidence of your relationship to the petitioner.

**Police Records:** Each applicant aged 16 years or over is required to submit a certificate from the appropriate judicial or police authorities from the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen, as well as from all other countries where the applicant has resided for twelve months or more since attaining the age of sixteen. For countries maintaining national police records, a certificate from the national police or judicial authorities must be submitted. For countries not maintaining national police records, a certificate must be obtained from each locality. 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 the length of residence. Police records from certain countries are considered unobtainable.

**Court and Prison Records:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless that they may have benefited from an amnesty or pardon.

**Military Records:** A certified copy of any military record is required.



**Enclosures:**

- 1- Form DS-230 Part I, Biographic Data
- 2- Form DS-156(K) Supplemental K1 Visa Form (for K only)
- 3- Form DS-157 (for K only)
- 4- Affidavit of Support Form I-134 (for K) or I-864 (for IV)
- 5- Medical Examination Instructions and Forms
- 6- Special Instructions for Thai Applicants
- 7- Photograph Requirements

I hereby certify that I have in my possession and am prepared to present all of the listed documents which apply to my case. I hereby request that an appointment be granted me at the earliest possible date for an interview with a consular officer. I fully realize that no assurance can be given whether a visa will be issued to me, until after I am interviewed by a consular officer. At the time of my scheduled interview, I intend to apply: (check appropriate box)

- Alone
- Together with the following children: (Print the name of each child who will accompany you)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Case Number (If available)

\_\_\_\_\_  
Signature

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

\*\*\*You will not be scheduled for an appointment until you return this form  
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In order to expedite processing on the day of the interview, you must also submit the following items with this checklist:

- 1. Photocopy of passport photo page for each applicant;
- 2. Two photographs for each applicant (see Photographs above).