



## Consulate General of the United States of America

Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

### Immigrant / Fiancé(e) & K-Visa Application Checklist

This office has received an approved visa petition on your behalf. Please follow these instructions to prepare for your interview. Failure to follow the instructions and/or provide required documents could result in significant processing delays.

Obtain all documents listed below that are applicable to your case (even if they were previously submitted to USCIS or NVC). Please complete the last page of this checklist and place it on top of your collected documents, which need to be submitted by regular mail to U.S. Consulate General Frankfurt, Immigrant Visa Unit, Gießener Str. 30, 60435 Frankfurt.

**We accept documents in English or German. All documents not in English or German must be accompanied by an English translation. Translations must be certified by a competent and registered translator.** Do not separate original and the copy. (NOTE: - Your original documents will be returned to you at the time of the formal visa interview with the consular officer.)

For **Immigrant Visa Applicants**: 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> and print the confirmation page with **barcode**. \*\*\*If you do not have an invoice number, you should provide your case number (normally beginning with FRN) and your date of birth (in the format DD-MMM-YYYY) in place of the invoice number.

For **Fiancé(e) and (K) Visa Applicants**: Complete the DS-160 “Nonimmigrant Visa Application Form” online for each applicant at <https://ceac.state.gov/genniv/> and print the confirmation page. **IMPORTANT**, please select **“Frankfurt”** as the processing post.

**DOCUMENT DELIVERY ADDRESS: Prior to your interview**, you must provide information on where you want your visa package to be delivered after issuance. You can choose between home delivery and pick-up at a designated location in Berlin, Munich or Frankfurt. The passport and all documents will be returned to you with the chosen delivery option with our Visa Service Provider within **three to four working days after visa issuance**. Applicants receive a notification via e-mail and SMS as soon as the passport is ready to be delivered/to be collected from the selected location. **For any questions regarding the return of your passport or change of selected delivery option, please contact our Visa Service Provider at [support-germany@ustraveldocs.com](mailto:support-germany@ustraveldocs.com)**. Further information on document delivery is available at <http://www.ustraveldocs.com/de/de-iv-documentdelivery.asp>.

- Collection from the Mail Boxes Etc. location: You must present a photo ID. If somebody else will come to collect the passport on your behalf, that person will be required to provide a signed authorization letter and a copy of your photo ID.
- Premium Home Delivery: Delivered to the address indicated in your profile via UPS delivery services. Please ensure that your name, as stated in your profile, is also on the mailbox as otherwise the courier will not be able to deliver it. UPS will make up to three delivery attempts; after that the shipment will be returned to sender. **Do not enter a P.O Box, APO, DPO, or a non-German CIVILIAN Address** although the registration screen may allow you to do so. U.S. military applicants **must** provide a civilian address in Germany.

For **Immigrant Visa Applicants PROOF OF DOCUMENT DELIVERY ADDRESS**: Please remember to include a copy of your address registration confirmation page with the other documents that you send to the Consulate before your interview.

For **Fiancé(e) and (K) Visa Applicants PROOF OF DOCUMENT DELIVERY ADDRESS**: Please submit a copy of your appointment confirmation at the time of the visa interview instead of the registration confirmation. Further information on document delivery is available at <http://www.ustraveldocs.com/de/de-iv-documentdelivery.asp>.

**FEES: Immigrant Visa** Applicants must be prepared to pay the visa fee on the appointment date. For detailed information about immigrant visa fees please see our website <https://de.usembassy.gov/visas/immigrant-visas/fees/>.

**K-Visa** applicants must pay the application fee in the **local currency equivalent**. In order to pay the fee, you must create a profile with our Visa Service Provider: <http://www.ustraveldocs.com/de/>. Information on fee payment process is available at <http://www.ustraveldocs.com/de/de-niv-visafeeinfo.asp>. You will not be able to schedule your appointment without payment of the online fee.

**PASSPORT (photocopy of biographic page ONLY)**: The passport must be valid for travel to the United States and have at least 6 months validity beyond the issuance date of the visa. Children must have their own individual passports. **Do not** mail in your original passport unless **specifically requested to do so!**

**BIRTH CERTIFICATE (original & one copy)**: An original or certified extract of a birth registration entry for each applicant. Birth records must be presented for all unmarried non-U.S. citizen children under age 21, even if they do not wish to immigrate at this time. The date and place of birth **and parent(s) name(s) must be shown on the birth certificate**. If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree.

**MARRIAGE, DIVORCE & DEATH CERTIFICATE (original & one copy)**: Married persons are required to present a marriage certificate. Proof of the termination of any previous marriage must also be provided (e.g. death certificate of spouse; final divorce decree or annulment).

**POLICE CERTIFICATE (original & one copy)**: Each applicant aged 16 years or older must present a police certificate, if obtainable, from his/her country of current residence and country of nationality (if the applicant resided there for more than six months). Police certificates are required from countries of previous residence, if residence there was for more than one year. Police certificates do not require an Apostille. The certificate from your current country of residence must be of *recent date* (not older than 12 months) when presented to the consular officer. Further information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder": <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>

**NOTE**: Police certificates not in German or English must be translated by a certified translator. Please note that **all** police certificate **with an entry** must be accompanied by a certified **English translation**. Present and former residents of the U.S. should **not** obtain a police certificate covering their residence in the United States.

**COURT AND PRISON RECORD (original & two copies)**: Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. **English translations must be provided for all court and prison records.**

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

**PHOTOGRAPH:** One color photograph for each applicant, regardless of age, is required (less than 6 months old, without glasses). Please write the applicant's name on the back of the photograph. Further guidance is available on our website: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>

**AFFIDAVIT OF SUPPORT (original completed form with original signature):** Intending immigrants must be able to prove that they will not become a public charge in accordance with guidelines. Please see poverty guidelines sheet which is available on the USCIS website: <https://www.uscis.gov/i-864p>.

• **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, or submit evidence that you will not become a public charge.
- Tips for filling in the I-864 and I-864A can be found at: <https://www.uscis.gov/forms/tips-filing-form-i-864-affidavit-support-under-section-213a-ina> and <https://www.uscis.gov/forms/tips-filing-form-i-864a-contract-between-sponsor-and-household-member>
- Complete instructions and forms may be downloaded from <http://www.uscis.gov>.

**Proof of U.S. federal income tax returns:** The most recent IRS-generated transcript of the most recent U.S. Federal Income Tax Return (1040) and W2s are required from all U.S. citizen sponsors/ joint sponsors. A person may obtain a free IRS-generated transcript by filing IRS Form 4506-T (Form IRS-4506-T) with IRS, Request for Transcript of Tax Return.

**K-visa** applicants may present their petitioner's Transcript of Tax Return, or their own assets as proof.

**DS-5540:** All K-visa and immigrant visa applicants are required to complete and submit the form DS-5540 Public Charge Questionnaire. If a family unit applies together only one form is required. More information about the DS-5540 is available here: <https://travel.state.gov/content/travel/en/us-visas/immigrate/public-charge-questionnaire.html>

### Additional Information

**SCHEDULING APPOINTMENT FOR VISA INTERVIEW:** For applicants whose petition was filed with **USCIS Frankfurt and fiancé(e)** visa applicants: once all your documentation has been received and reviewed you will be notified by this office to go ahead and schedule your own appointment online. **ALL OTHER APPLICANTS WILL RECEIVE THEIR APPOINTMENT LETTER DIRECTLY FROM NVC or KCC!**

**MEDICAL EXAMINATION:** Applicants are responsible for scheduling their own appointment for a medical examination with one of our approved panel physicians. The medical examination should be scheduled approximately **two weeks** prior to your interview date. **The medical examination is valid for six months!** If these tests expire on or before your interview, you must undergo a modified examination to update your results. **Applicants for SIV visa should NOT schedule an appointment before the interview date as many special immigrant visa cases require additional administrative processing after the interview.** Our approved panel physicians are listed on our website at <https://de.usembassy.gov/visas/immigrant-visas/medical-examination/>.

**In addition to your travel document and appointment confirmation you must now also bring a print out of your CEAC (DS-260/DS-160) confirmation page with you to the medical examination!**

For additional information and frequently asked questions about the immigrant visa process, please refer to our Mission Germany website: <https://de.usembassy.gov/visas/> and FAQs: <https://de.usembassy.gov/visas/immigrant-visa-faq/applying-for-a-visa/>. 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: [FrankfurtVisaInquiries@state.gov](mailto:FrankfurtVisaInquiries@state.gov).

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

**On the appointment day please bring the following items:**

- Visa fee (for immigrant visa applicants ONLY)
  - Your current valid passport
- (Your original documents will be returned to you after the interview)*

I have attached the original and one photocopy of all the documents listed 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.**

*Date:* \_\_\_\_\_

*Case Number:* \_\_\_\_\_

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

*Current address:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*Date of Proposed Travel:* \_\_\_\_\_

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

**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.**