

**FILL-OUT THIS FORM COMPLETELY. SUBMIT IT ALONG WITH THE DOCUMENT/S YOU HAVE BEEN REQUIRED TO OBTAIN. SUBMIT THE DOCUMENT/S AT THE EMBASSY'S IMMIGRANT VISA BRANCH (WINDOWS 17 - 20), ON ANY WORKDAY (EXCEPT FRIDAY), BETWEEN 1:00 P.M. – 2:00 P.M. ATTACH MNL-IV-22 LETTER OR ANY NOTICE FROM THE EMBASSY ADVISING YOU TO SUBMIT ADDITIONAL DOCUMENTATION.**

DATE: \_\_\_\_\_ CASE NUMBER: MNL- \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

IMMIGRANT VISA CATEGORY: \_\_\_\_\_ NO. OF APPLICANTS: \_\_\_\_\_

CURRENT LOCAL ADDRESS: \_\_\_\_\_

TELEPHONE (CONTACT) NUMBER/S: \_\_\_\_\_

**\*\*DOCUMENTS CHECKLIST (Put a check mark on the document/s you are submitting)\*\***

- |                                                              |                                                                                                                                      |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate/s                 | <input type="checkbox"/> Status of Petitioner Form                                                                                   |
| <input type="checkbox"/> Baptismal Certificate/s             | <input type="checkbox"/> Form I-864/I-864A/I-134 (Affidavit of Support)                                                              |
| <input type="checkbox"/> Baptismal Registry Book Photo/s     | <input type="checkbox"/> Form 1040 – Year/s _____                                                                                    |
| <input type="checkbox"/> Marriage Certificate                | <input type="checkbox"/> Form W-2 – Year/s _____                                                                                     |
| <input type="checkbox"/> Death Certificate/Divorce/Annulment | <input type="checkbox"/> NBI Clearance / NBI written explanation                                                                     |
| <input type="checkbox"/> Phone Bills / Records               | <input type="checkbox"/> Other Country Police Certificate _____                                                                      |
| <input type="checkbox"/> Remittance Receipts                 | <input type="checkbox"/> Complete Court Records                                                                                      |
| <input type="checkbox"/> Letters / Correspondence / E-mails  | <input type="checkbox"/> Visa Screen Certificate                                                                                     |
| <input type="checkbox"/> Photos (Wedding / Family, etc.)     | <input type="checkbox"/> Job Offer / Employment Contract                                                                             |
| <input type="checkbox"/> Medical / Hospital Records          | <input type="checkbox"/> Valid Passport/s                                                                                            |
| <input type="checkbox"/> School Records                      | <input type="checkbox"/> Old (Expired) Passport/s                                                                                    |
| <input type="checkbox"/> Medical Exam Results / Immunization | <input type="checkbox"/> New Application Forms (DS-230 / DS-156)<br>(Oath or affirmation must be administered by a consular officer) |
| <input type="checkbox"/> Visa Fees (Payment Receipt/s)       | <input type="checkbox"/> Others: _____                                                                                               |
| <input type="checkbox"/> Proof of Petitioner's U.S. Domicile |                                                                                                                                      |

**Important Reminders:**

- A consular officer may require the submission of additional documentation, request further information, or ask you to return to the Embassy for another interview whenever the information or documentation already provided is insufficient to determine your eligibility to receive an immigrant visa.
- It is not Embassy policy to ensure applicants or petitioners that a visa would be issued by any specific date. We are unable to predict when an applicant would qualify for visa issuance. Do not finalize travel plans, dispose of properties, or resign from your jobs until a visa is actually issued and delivered to you.

(Please do not write below this line)

To: **Team 1 2 3 4**

Documents received by: \_\_\_\_\_ - # \_\_\_\_\_  
(Initials)

Notes (if any):