



**Consulate General of the United States of America**  
Immigrant Visa Unit, Giessener Strasse 30, 60435 Frankfurt am Main

## INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received an approved petition requesting an immigrant visa for you. For additional information and Frequently Asked Questions about immigrant visas, please refer to the Mission Germany website: [www.usembassy.de](http://www.usembassy.de) or [www.uscis.gov](http://www.uscis.gov). If you have specific questions related to the status of your case, you may send an email, stating your full name and case number to: [FrankfurtIV@state.gov](mailto:FrankfurtIV@state.gov)

While no specifics at this time can be given regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following two steps:

**FIRST:** Obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item. **Do NOT send the documents to this office.**

**1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photographs attached to the passport.

**2. BIRTH CERTIFICATES:** One *certified* copy (see box 10) of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, so state giving year of death.) The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree. Photostatic copies are acceptable provided the original is offered for inspection to the consular officer. **If any parent listed on a child's birth certificate is not immigrating with the child, then that parent must sign a document indicating that he or she consents to the child leaving Germany.**

**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 prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

**3. POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of 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. Police certificates are also required from all other countries where the applicant has resided for at least one year. 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 any area. A certificate issued by the police authorities where you now reside must be of recent date 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, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable and these are listed in the enclosed form Supplement 1. If specific questions arise regarding police certificates, please consult this office.

Additional 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": <http://www.travel.state.gov/visa/reciprocity/index.htm>. The reciprocity website has detailed information about how to obtain these records.

**4. COURT AND PRISON RECORDS:** 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. (**NOTE:** One original and **TWO** photocopies\*\* regarding **EVERY** conviction for any crime(s) in Germany or any other country are required). Please note that translations of the court and prison records in English are mandatory.

**5. MILITARY RECORDS:** A *certified* copy of any military service record, if applicable and obtainable, is required.

**6. PHOTOGRAPHS:** Two color photographs of all applicants, regardless of age. Please see the enclosed information sheet.

**7. EVIDENCE OF SUPPORT:** Form I-864, a contractual affidavit of support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioning business. The enclosed information sheet provides guidance for preparing the I-864. Other applicants must show evidence that they are not likely to become public charges while in the United States.

**8. MARRIAGE CERTIFICATES:** Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse; final decree of divorce or annulment). **Applicants who have been divorced and who are applying for visas for their children by a previous marriage must present proof that they have been awarded custody of the children by the court and that permission has been given for the children to be taken out of Germany if the court made a restriction in this regard.**

**9. ORIGINAL DOCUMENTS:** If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the **originals** of all civil documents, which establish your claimed relationship to the petitioner.

**10. TRANSLATIONS:** All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public. A certified copy is a photocopy of a filed document, legal or other, in its entirety (everything within a staple) that is sworn to be a true copy by a court clerk or solicitor. If the staple is removed then the copy loses its certified status.

**ONLY ONE COPY OF EACH DOCUMENT\*\* MUST BE SUBMITTED IN ADDITIONAL TO THE ORIGINAL (UNLESS YOU SUBMIT CERTIFIED COPIES), EXCEPT PHOTOGRAPHS, 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.**

### **PLEASE READ THE FOLLOWING CAREFULLY**

**SECOND:** As soon as you have obtained all of the documents that apply to your case, carefully read the statement on the next page, sign and date it, and return the form to this office. **You will not be scheduled for an appointment until you sign and return this checklist.**

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will not normally receive any further correspondence from this office until the appointment is scheduled. At that time, you will receive an

appointment letter along with instructions for a medical examination.

The total fee for an immigrant visa is U.S. \$380, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with 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. Please do not send any documents to this office unless you are specifically requested to do so.

### APPLICANT'S STATEMENT

I have in my possession and am prepared to present all documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that **I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me.**

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

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

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

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

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

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

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

**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE RETURNED THIS FORM.**

**PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.**

**IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.**

**Enclosures:**

- Form I-864, Affidavit of Support and Checklist.
- Medical examination & Vaccination requirements
- Photograph Information Sheet