



**Embassy of the United States of America**

Immigrant Visa Unit, 5 Upper Grosvenor Street, London, W1A 2JB

APPLICANT'S PRIORITY DATE \_\_\_\_\_

FOREIGN STATE CHARGEABILITY \_\_\_\_\_

IMMIGRANT VISA CATEGORY \_\_\_\_\_

**INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS**

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

**FIRST:** Complete and return immediately to this office the enclosed Form OF-230 Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION (Biographic Data). This office cannot process your case until this form is received.

**SECOND:** 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 them 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 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.

**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.

**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.

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

**6. PHOTOGRAPHS:** Four (4) color photographs with white background on glossy paper, unretouched, and unmounted are required. The photograph must be a three-quarter frontal portrait with the right side of the face and right ear visible. The dimensions of the facial image must measure about one inch (25mm) from chin to top of hair. No head covering or dark glasses should be worn. Photos are required of all applicants, regardless of age.

**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).

**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.

ONLY ONE COPY OF EACH DOCUMENT, 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**

**THIRD:** As soon as you have obtained all of the documents that apply to your case, carefully read the statement at the bottom of this 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 receive an appointment letter along with instructions for a medical examination approximately one month before your scheduled interview with a consular officer. You will not normally receive any further correspondence from this office until the appointment is scheduled.

The total fee for an immigrant visa is U.S. \$325, 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 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.

Enclosures:

- 1. Optional Form 230 Part I, Application for Immigrant Visa and Alien Registration - Biographic Data
- 2. Supplement 1 to OF-169
- 3. Form I-864, Affidavit of Support and Checklist

**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. At such time as it is possible for me to receive an appointment to make formal visa application, I intend to apply: *(check appropriate boxes)*

- 1. Alone
- 2. Together with my spouse *(Print first name: \_\_\_\_\_)*
- 3. Together with my spouse and the following minor children: *(Print first names of each child who will accompany you)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *Date:* \_\_\_\_\_  
\_\_\_\_\_ *Case Number:* \_\_\_\_\_  
\_\_\_\_\_ *Signature:* \_\_\_\_\_  
\_\_\_\_\_ *Print Name:* \_\_\_\_\_  
\_\_\_\_\_ *Current Address:* \_\_\_\_\_

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

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU RETURN 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.

## **BIRTH CERTIFICATES**

A person born in India or Pakistan must present the registration certificate if his birth was registered. If it was not registered, either in the locality or, if a Christian, in church, sworn affidavits may be submitted. Such an affidavit must be executed before an official authorized to take oaths (i.e., a magistrate, commissioner of oaths, justice of the peace or the like) by the mother. If she is deceased the father may swear to the affidavit. The affidavit should indicate:

1. that the applicant's birth was not registered;
2. the full maiden name of the mother of the applicant;
3. the full name of the father of the applicant;
4. the date of the applicant's birth;
5. the place of the applicant's birth.

If neither parent is alive, the next closest relative, who was old enough and of such relationship as to have personal knowledge of the birth at the time and place it occurred, may execute the affidavit.

A statement from the Embassy or High Commission concerning your birth is not acceptable.

A person who has used a different name from the one shown on the birth certificate, must produce a document explaining the use of such name. The following documents are commonly available as evidence:

- 1) Baptismal certificate
- 2) Deed Poll
- 3) School records showing early use of adopted name.

If none of the foregoing documents is available any other document, or combination of documents, which appear to resolve the difference in names will be considered. Your personal sworn statement is not acceptable unless there is other evidence to substantiate it.

## **POLICE CERTIFICATES**

If you or accompanying member(s) of your family now applying for a visa have resided in another country or countries, certificates covering residences of six months or more must be obtained. Generally, application for such certificates should be made directly to police authorities in the district in which you resided. If you have any questions about where or how to apply for police certificates in other countries, you may communicate directly with this office.

Do not attempt to obtain police certificates covering residence in any of the following countries or areas, as they either are not available or may be obtained only by this office:

AFGHANISTAN	ERITREA	LIBYA	SYRIN ARAB REPUBLIC
ALBANIA	ETHIOPIA	LIECHTENSTEIN	TANZANIA
ANCOLA	FIJI	LITHUANIA	THAIAND
BANGLADESH	GHANA	MALAWI	TOGO
BELARUS	GUATEMALA	MALAYSIA	TONGA
BERMUDA	GUYANA *	MEXICO	TURKEY
BOLIVIA	HAITI	MONGOLIA	UKRAINE
BRAZIL	HONDURAS	NEPAL	UNITED ARAB EMIRATES
BRUNEI	INDIA	NETHERLANDS	UNITED STATES OF AMERICA
BULGARIA	INDONESIA	NEW ZEALAND	VENEZUELA
CAMBODIA	IRAN	NICARAGUA	VIETNAM
CHAD	IRAQ	PAKISTAN	YEMEN
COLOMBIA	JORDAN	ROMANIA	ZAIRE
COMOROS	KOREA	SAUDI ARABIA	
COSTA RICA	KUWAIT	SIERRA LEONE	
DOMINICAN REPUBLIC	KYRGYZSTAN	SOMALIA	
ECUADOR	LAOS	SRI LANKA	
EL SALVADOR	LATVIA	SUDAN	
EQUATORIAL GUINEA	LIBERIA	SURINAME	

\*except for natives of Guyana

Please see overleaf for UK Police Certificate instructions

**SUPPLEMENT 2 TO OF-169**

Every applicant for an immigrant visa who has a child or children is by regulation required to submit to the interviewing consular officer the birth and/or baptismal certificate for each child. If your wife or husband has a child or children by a previous marriage who had not attained the age of eighteen years at the time of your marriage, or a child born out of wedlock, the birth and/or baptismal certificate for each such child must also be obtained for examination by the consular officer. This requirement applies even though one or more of the children of either spouse has no current intention to apply for an immigrant visa to the United States.

A CHILD IS DEFINED IN THE IMMIGRATION AND NATIONALITY ACT IS AN UNMARRIED PERSON UNDER THE AGE OF TWENTY-ONE.

I/WE HAVE THE FOLLOWING CHILDREN WHO WILL NOT ACCOMPANY ME/US TO THE UNITED STATES:

Family Name	First Name	Middle Names	Date of Birth	Country of Birth
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I/WE HAVE OBTAINED BIRTH AND/OR BAPTISMAL CERTIFICATES FOR EACH CHILD, AND THESE WILL BE RETAINED IN MY/OUR POSSESSION FOR PRESENTATION TO THE CONSULAR OFFICER ON THE DATE OF MY/OUR FORMAL APPLICATION FOR AN IMMIGRANT VISA.

\_\_\_\_\_  
(Signature of Principal Applicant)

\_\_\_\_\_  
(Signature of Spouse)

PLEASE RETURN THIS FORM TO THE CONSULAR OFFICER WHEN YOU RETURN FORM OF-169. DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS SPECIFICALLY REQUESTED TO DO SO.

**HOW TO OBTAIN A POLICE CERTIFICATE FROM THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND**

As an immigrant visa applicant who has resided in the UK for 6 months or more since the age of 16, you are required to obtain a statement from the National Identification Service, Subject Access Office, Room 331, New Scotland Yard, Broadway, London, SW1 0BG. This statement will serve to advise the U.S. Embassy, London, whether or not any criminal conviction is held against you.

In order to obtain the required statement, you should apply to your local police station, where you will be given the application forms. When completing the application form, the applicable category is "prosecution/conviction history." There is a fee of £10 (sterling).

The local police will submit your application to the National Identification Service and the response to the application will be sent directly to you. The National Identification Service does not accept applications from individual applicants; the request must be made through your local police. Under the legislation, it can take up to 40 days to receive this document.

You are legally entitled to gain access to this information about yourself under Section 21 of the Data protection Act, 1984.



*Embassy of the United States of America*  
*Visa Branch, 5 Upper Grosvenor Street, London W1A 2JB*

## **IMPORTANT NOTICE TO IMMIGRANT VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS**

Recent changes to United States immigration law now require immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa.

Panel physicians who conduct medical examinations of immigrant visa applicants are now required to verify that immigrant visa applicants have met the new vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis,  
Influenza Type B (HIB), Hepatitis B, Varicella, Pneumococcal, and Influenza.

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

**VACCINE COSTS AT  
53 GREAT CUMBERLAND PLACE LONDON W1H 7LH**

HEP B (ENERGIX)	£30.00	NMR	£35.00
DPT	£10.00	DIFTAVAX (Td)	£20.00
ORAL POLIO (SABIN)	£10.00	PNEUMOVAX	£35.00
INACTIVATED POLIO (SALK)	£30.00	INFLUENZA	£20.00
HIB	£30.00		

**NO APPOINTMENT NECESSARY. IF REQUIRED, INOCULATIONS CAN BE DONE AT TIME OF MEDICAL.  
PAYMENT WILL BE ACCEPTED IN CASH (STERLING) ONLY**

**Table 1. REQUIREMENTS FOR ROUTINE VACCINATION OF IMMIGRANTS WHO ARE NOT FULLY VACCINATED (OR HAVE NO DOCUMENTATION) AND ARE EXAMINED OVERSEAS (all vaccines may be given at the same time in different sites of the body)**

Vaccine	AGE						
	Birth – 1 month	2 – 11 months	12 month to 4 years	5 – 6 years	7 – 17 years	18 – 64 years	65 years or older
DTP: may include DT*	NO	YES			NO		
Td*	NO				YES		
Hib*	NO	YES		NO			
Polio: IPV or OPV*	NO	YES				NO	
Measles or MR or MMR*	NO		<i>Yes if born after 1956 (if dose given prior to 12 months of age, repeat dose)</i>				NO
Mumps if MMR* not used	NO		<i>Yes if born after 1956</i>				NO
Rubella if MR or MMR* not used	NO		<i>Yes if born after 1956</i>				NO
Hepatitis B	YES					NO	
Varicella	NO <i>NOT available in</i>		YES <i>the United Kingdom; therefore, not required</i>				
Pneumococcal	NO						YES
Influenza	NO						YES Annually each flu season

DT = PEDIATRIC formulation diphtheria and tetanus toxoids, DTP= diphtheria and tetanus toxoids and pertussis vaccine, Td = adult formulation tetanus and diphtheria toxoids, OPV= oral polio vaccine (live), IPV= inactivated polio vaccine (killed), MR= combined measles and rubella vaccine; MMR= combined measles, mumps, rubella vaccine, Hib= Haemophilus influenza type b conjugate vaccine.

Suggested evidence of prior vaccination is one of the following:

- 1) Written report from your doctor, indicating at least the month and year you received the vaccination; or
- 2) Written report from a medical laboratory indicating immunity.

Please bring vaccination reports with you to the medical exam. It will be determined at that time if further vaccinations are required.