



INSTRUCTIONS FOR IMMIGRANT AND FIANCÉ VISA APPLICANTS

We have received evidence entitling you to immigrant/fiancé(e) visa status. While no assurance can be given regarding the date of your visa interview, please take the following steps.

FIRST

Obtain the documents on this checklist. As you obtain each document, check the box for each item. Do NOT send the documents to the consular section.

- 1. **PASSPORTS:** A passport must be valid for travel to the United States and must have at least 8 (eight) months' validity beyond the issuance date of the visa.
- 2. **BIRTH CERTIFICATES:** An original and one certified copy of the birth certificate for each person named in the application is required. The certificate must state the date and place of birth and the names of both parents. If you or any children were adopted, you must submit a certified copy of the final adoption decree as well. Photocopies are acceptable provided the original is offered for inspection by the consular officer.
- 3. **MARRIAGE CERTIFICATES/TERMINATION OF PRIOR MARRIAGES:** Married persons are required to present an original and certified copy of their full marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decrees of divorce or annulment).
- 4. **POLICE CERTIFICATES:** Applicants aged 16 years or over must submit a police certificate from the police authorities of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since age 16. 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 police certificate must be of recent date when presented to the consular officer and cannot be older than 12 months from the date of issuance. Police certificates from certain countries are considered unobtainable. To determine which countries' certificates are unobtainable, please refer to: http://travel.state.gov/visa/fees/fees_3272.html.
- 5. **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 whether they may have benefited subsequently from an amnesty, pardon, or any other act of clemency.
- 6. **PHOTOGRAPHS:** Each **visa applicant** must submit **two full-face photos** with the name printed on the back of the picture. For more information on photo requirements, please check our website: <http://poland.usembassy.gov>
- 7. **EVIDENCE OF SUPPORT FOR IMMIGRANT VISA APPLICANTS:** 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 in the United States.
- 8. **EVIDENCE OF SUPPORT FOR FIANCÉ(E) VISA APPLICANTS:** Any evidence showing that you and members of your family who will accompany you are not likely to become public charges in the United States. Form I-134 may be used when an Affidavit of Support is submitted for a fiancé(e).
- 9. **MILITARY RECORDS:** The original and a translation of any military record, if applicable.

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

All documents not issued officially in English or Polish must be translated into English by a certified translator. Please note that the Embassy may request other documents be translated as well.

SECOND

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 send the form to the consular office processing your case. **You will not be scheduled for an appointment until you sign and return this checklist along with a completed Form DS-230 which you can find in this packet.** After we receive this form, the Embassy will take the following actions:

Fiance visa applicants:

Based on the notification that you have all the documents needed, we will confirm that you are eligible to schedule your formal visa interview and send you medical examination instructions. You can schedule your fiancé visa appointment either online at www.ustraveldocs.com or call the Infoline in Poland at **+48 22 307 1361** Monday through Friday from 8:00 a.m. to 8:00 p.m., in the U.S. at **(703) 988 7101** from 7:00 a.m. to 3:00 p.m. EST and in Belarus at **8-820-0011-0261**. After registration you will have to pay the K visa fee which must be done in person at a Bank Pocztowy Branch in Poland. You must wait until the next business day after payment in order to schedule an appointment online or using our call center. You will also be required to choose your visa pick-up location in Poland, however non-residents may only use the designated TNT office at 19 Annopol St. in Warsaw. All members of your family immigrating with you, except children under 14, must appear with you on the scheduled appointment date. The consular officer may request the presence of applicants under age 14 if required.

Immigrant visa applicants:

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 category and country becomes current. When the Embassy schedules an appointment, 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 may monitor the appointment schedule at our website: <http://poland.usembassy.gov> Applicants will be required to register online at <http://www.ustraveldocs.com> and select the TNT visa pick-up location for the collection of their passport prior to coming to the Embassy for the scheduled interview.

ADDITIONAL INFORMATION Schengen visas: Immigrant visa applicants from countries that need visas to enter Poland should contact Polish consular posts in their home countries at their earliest convenience and inquire about current procedures and timeframes for processing applications for Polish visas. Due to technical and procedural concerns, you may be required to stay longer than 2 days in Poland to complete the processing of your case. You should apply for a Polish visa valid for at least 5 days to ensure you have sufficient time to complete the process without risking violation of your visa status in Poland.

Enclosures:

1. DS-230 Part I - Biographic Data
2. Police certificate
3. Information on I-864 Affidavit of Support

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all the documents listed in items 1 through 9 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.

Case Number: _____

Your last and first name: _____

Current Mailing Address: _____

Phone Number (cell/stationary) _____ E-mail: _____

Date: _____ Signature: _____

You will not be scheduled for an appointment until you send this form Instructions for Immigrant and Fiance Visa Applicants and DS-230 Part I by:

- a) e-mail to: publicwaw@state.gov with these forms as scanned attachments;
- b) fax at: + 48 22 504 2088;
- c) mail to: Immigrant Visa Section, U.S. Embassy, ul. Piekna 12, 00-540 Warszawa, Poland.
If from the U.S., please send to: Immigrant Visa Section, American Embassy Warsaw, 5010 Warsaw Place, Washington, D.C. 20521-5010.

PLEASE DO NOT SEND ANY DOCUMENTS OTHER THAN IV/F04 AND DS-230 PART I TO THE EMBASSY. IT IS YOUR RESPONSIBILITY TO KEEP US INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.