



Instructions for Immigrant Visa Applicants Overview

Introduction

You have been registered with the National Visa Center (NVC) or with a US Embassy abroad to apply for a visa to immigrate to the United States. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment. You should now obtain the documents required for your application for an immigrant visa

Documents you need to prepare for the interview

- Application DS-260 for Immigrant Visa and Alien Registration Form go to <https://ceac.state.gov/iv/> .
- Evidence financial Support [read more](#)
- Documents requirements [read more](#)
- Birth Certificates [read more](#)
- Police Certificates [read more](#)
- Deportation papers [read more](#)
- Court and prison records [read more](#)
- Military records [read more](#)
- Marriage certificates [read more](#)
- Termination of prior marriages [read more](#)
- Certified translations of all documents not in English [read more](#)
- Children who are about to turn 21 years of age [read more](#)
- What happens [next](#)?

When you have obtained all of the items which apply to you as noted above, you must mail in the DS-260 confirmation page(s) for all eligible applicant(s) and 2 photographs (5cmX5cm with background) with a copy of your passport(s) to:

Our Mailing Address: (Recommend SMSA Courier Express mail)
Immigrant Visa Unit
American Embassy
PO Box 94309
Riyadh 11693
Diplomatic Quarters
Kingdom of Saudi Arabia

For any further assistance or inquiries you can contact us at: RiyadhIV@state.gov

Instructions for completing DS-260

Background	You can access the DS-260 from the Consular Electronic Application Center (CEAC) https://ceac.state.gov/iv/ website, by going to ImmigrantVisas.state.gov and clicking on “Submit Visa Application and Civil Documents,” or on the website of the U.S. Embassy or Consulate where you will apply.
Who completes the form	Each family member that is eligible to travel to the United States with you under this visa classification is required to complete the DS-260.
Completing the form	Please fill out the DS-260. For details please visit: http://travel.state.gov/visa/immigrants/info/info_5248.html#interview
When complete	Please send the DS-260 confirmation page for all applicants, copies of all passports and 2 photos each per applicant to the address listed on the cover sheet . The U.S Embassy or Consulate will contact you for your appointment dates.

Translation Requirements

All documents not written in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified translations and submitted to the NVC. The translation must include a statement signed by the translator stating that the:

- Translation is accurate, and
 - Translator is competent to translate.
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Evidence of financial support

Affidavit of Support	If you are applying for immigration to the United States based on a family relationship, the petitioner will be required to submit an Affidavit of Support for you. Instructions concerning the Affidavit of Support can be found at www.uscis.gov . The US Consular section will provide further information concerning any additional financial sponsorship evidence that may be required. Evidence of Financial Support and Supporting Documents (I-864 , I-864A , I-864EZ , I-864W , I-864P)
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Documents You Need to Obtain

Document requirements

Please obtain the *original documents* or *certified copies* from an appropriate authority (the issuing entity) for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to the CIS with your petition.

Note: Do not send any of the documents in this section to the National Visa Center. You must submit them at the time of your immigrant visa interview.

Birth certificates

Obtain the original, or certified copy, of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21).

The certificate must contain the:

- Person's date of birth
 - Person's place of birth
 - Names of *both* parents, and
 - Annotation by the appropriate authority indicating that it is an extract from the official records
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Unobtainable birth certificates

Your birth record may not be obtainable. Some reasons are listed below.

- Your birth was never officially recorded.
- Your birth records have been destroyed.
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement you *must* submit secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth and both parent's names providing the baptism took place shortly after birth
- An adoption decree for an adopted child, or
- An affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parent's names, and the mother's maiden name.

Note: An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned.

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Documents You Need to Obtain, Continued

Police certificates

Police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than 6 months	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than 12 months	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must:

- Cover the entire period of the applicant's residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

Note: For Police clearance from Saudi Arabia [click here](#) or see below. More specific information is available from NVC or the nearest United States immigrant visa processing post, or online at:
http://www.travel.state.gov/visa/fees/fees_3272.html

Saudi Police Clearance Letter

A Saudi Police Certificate is required for all applicants over 16 years of age. In order to obtain the police certificate for immigration purposes, applicants will need to obtain a letter addressed to the Saudi authorities from the U.S. Embassy in Riyadh or U.S. Consulates General in Dhahran or Jeddah .

Applicants will need to bring their Saudi resident permits and the notice from NVC or KCC (for Diversity Visa applicants) or from the US Embassy requesting the police clearance. The notice should include the case number and the applicant's name.

Upon receipt of the requested police letter, applicants should go to the Ministry of Foreign Affairs Office for authentication and then to the police station in your district for processing.

Police certificates are valid for one year only.

Applicants may request letter from the appropriate U.S. Mission office as follows:

U.S. Embassy Riyadh: Applicants may send an e-mail to RiyadhIV@state.gov to request an appointment

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U.S. Consulate General Dhahran: Applicants may make an appointment for notarial service at: <https://evisaforms.state.gov/acs/default.asp?postcode=dhr&appcode=1/>

U.S. Consulate General Jeddah: Applicants may make an appointment for notarial service at: <https://evisaforms.state.gov/acs/default.asp?postcode=JDD&appcode=1>

Passports	A Passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included on a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.
Deportation	Applicants who have previously been deported or removed at government expense from the United States must obtain Form I-212, Permission to Reapply after Deportation, from the U.S. Citizenship and Immigration Service, or from a U.S. Embassy or Consulate, and follow the instructions included on that form.
Court and Prison Records	<p>Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.</p> <p>Court records should include:</p> <ul style="list-style-type: none"> • Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and • The disposition of the case, including sentence or other penalty or fine imposed.
Military records	<p>Persons who have served in the military forces of any country must obtain one copy of their military record.</p> <p><i>Note:</i> Military records from certain countries are unavailable. More specific information is available from NVC or the nearest United States immigrant visa processing post.</p>
Marriage certificates	Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.
Termination of prior marriages	<p>Applicants who have been previously married must obtain evidence of the termination of EACH prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority.</p> <p>Acceptable evidence is a:</p> <ul style="list-style-type: none"> • FINAL divorce decree • Death certificate, or • Annulment.

Children who are about to Reach 21 Years of Age

Important Information

If you have children who intend to immigrate with you to the United States, or to join you in the United States at a later date, please read this important information.

In order to immigrate with you to the United States, or to follow you at a later date, your children **must** be:

- Unmarried
- Eligible to be listed under your visa classification, and
- Under the age of 21 at the time they enter the United States.

Note: Children of mothers, fathers or spouses of United States citizens, must have separate immigrant visa petitions filed on their behalf.

Notify NVC or Embassy/Consulate

If any of your children will turn 21 within 60 days, please notify the National Visa Center (NVC) immediately. Please call (603) 334-0700 or write to RiyadhIV@state.gov

- Include your case number in ALL correspondence

Note: If visas will be available in your category prior to your son or daughter's birthday, we will expedite processing of your case in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, we cannot assist you if visas are not available in your category prior to your son or daughter's birthday.

Notify NVC by mail

If you want to notify NVC in writing, NVC's mailing address is:

National Visa Center
32 Rochester Avenue
Portsmouth, NH 03801

Failure to notify NVC

Failure to notify NVC that you have a child who will turn 21 could result in that child being above the legal age at the time your visa is issued. In that event, you will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.

What Happens Next?

Overview

The table below provides you with an overview of the steps that take place once you have obtained all your documents and have completed the necessary forms.

Step	Action
1	When you have obtained all of the items which apply to you as noted above, you must mail in the DS-260 confirmation page(s) for all eligible applicants and 2 photograph (5cmX5cm with background) page with a copy of your passport(s) to the US Embassy via SMSA courier service.
2	The Embassy will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information if you have incomplete or are missing documents.
3	Approximately one month before your scheduled interview appointment with a consular officer, you will receive an appointment letter containing the date and time of your visa interview along with instructions for obtaining a medical examination.

Bringing your documents

You will need to bring all your original documents or certified copies at the time of the visa interview including your **sealed** medical report. All original documents will be returned after the interview.

When to call or write

The Immigration Unit cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please call or write to us if the circumstances of your application have changed. For example:

- Change of address
 - Change of marital status
 - Death of petitioner
 - Birth or adoption of additional children
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