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## FIANCÉ (E) VISA APPLICANTS APPOINTMENT LETTER

### Instructions for Fiancé (e) Visa Applicants

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#### Overview

#### Introduction

The American Consulate in Rio de Janeiro has received information that you have been registered to apply for a fiancé (e) visa to immigrate to the United States.

All steps of your request for a fiancé (e) visa are concluded. Based on your notification that all required documents are ready, we have scheduled you an appointment at our office as it is specified in the attached letter.

You must obtain the documents required for your application for an immigrant visa and bring them on the day of the interview.

#### In this information

These instructions cover the following topics:

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## Application for Immigrant Visa and Alien Registration

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<b>Background</b>	The forms attached contain questions regarding specific biographical information required for the immigrant visa.
<b>Who completes the form</b>	Each family member that is eligible to travel to the United States with you under this visa classification is required to complete the DS-230 Part-I and the required forms. This would include any unmarried children under the age of 21.
<b>Completing the forms</b>	<p>Please fill out the DS-230 Part-I completely. If a question does not apply to you then you must mark it with a N/A.</p> <p>Please read carefully the "Application for Visa" [Instructions to: DS-156 (print 2 copies); DS-156K; DS-157 and FS-257a] attached to this letter. Fill these forms out completely even if they say in the title "non-immigrant visa forms". Do not sign them now; you will have to do it before the Consular Officer at the interview.</p> <p>A copy of each of these forms is included with this packet of information.</p>
<b>Questions</b>	If you have any questions on completing the forms, please contact the Immigrant Visa Unit at the American Consulate General in Rio de Janeiro. The address for United States Consulate is listed on the cover letter of this instruction packet. <b><i>Fiancé (e) visa interviews in Brazil are conducted only at the Consulate in Rio de Janeiro.</i></b>

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### Documents You Need to Obtain

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<b>Document requirements</b>	Please obtain the <b><i>original documents</i></b> or <b><i>certified copies (along with one simple copy)</i></b> from an appropriate authority for yourself and each family member who will accompany you to the United States. All documents listed in these instructions that pertain to your petition are required again, even if they were previously submitted to the DHS with your petition.
<b>Birth certificates</b>	<p>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). <b><i>Divorced or widowed applicants should bring their birth certificates in addition to documents relating to their divorce and/or widowed status.</i></b> If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree.</p> <p>The certificate must contain the:</p> <ul style="list-style-type: none"><li>Person's date of birth;</li><li>Person's place of birth;</li><li>Names of <b><i>both</i></b> parents, and</li><li>Annotation by the appropriate authority indicating that it is an extract from the official records</li></ul>

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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* obtain 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. The affidavit must be notarized.

**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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**Termination of prior marriages**

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.

Acceptable evidence is a:

- **FINAL** Divorce Decree;
- Death Certificate or
- Annulment.

Note: If your American fiancé (e) has already been married before, please provide an original and a simple copy of the evidence of the termination of each of his/her prior marriage.

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**Military records**

Persons who have served or been registered in the military forces of any country must obtain one copy of the military record or registration if available.

- Military records from certain countries are unavailable. More specific information is available from the Immigrant Visa Unit at the United States Consulate General in Rio de Janeiro.
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## 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.

**Note:** You may need police certificates from several different countries/localities. Be sure to obtain all of them prior to the interview.

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 <b>6 months</b>	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for <b>more than 6 months</b>	was 16 years or older at that time	the police authorities of that locality.
* lived in a different country for more than <b>12 months or currently resides in another country for more than 6 months</b>	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.

\* In this case, police certificates are required for countries where you lived at any time after 16 years, even if the period of residence was 40 or more years ago (for example).

## Police certificates in Brazil

In Brazil, police certificates are issued only for applicants over the age of 18 (eighteen). Each applicant, 18 years old or more should present two Police Certificates: one from the State police - **“Secretaria de Segurança Pública” and another one from the Federal Police – “Polícia Federal”.**

- **“SECRETARIA DE SEGURANÇA PÚBLICA”** - It is required that the applicant obtain a certificate from the “Polícia Técnico Científica”, “Instituto de Identificação” from each state in Brazil where the applicant has resided for 6 (six) months or longer for the last 5 (five) years. If you have resided in more than one state in Brazil, during this period, you will need one for each state.
- **“POLÍCIA FEDERAL”** – It is required that the applicant obtain a certificate from the Federal Police (“Polícia Federal”). This certificate is valid for all Brazilian territory. You should go to the “Departamento de Polícia Federal, Delopis – Delegacia de Ordem Social e Política” with our request and fill out their application for the certificate.

**Note:** The certificates issued by “Cartório” or “Fórum” are NOT, repeat, NOT acceptable, in any circumstances.

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:** Police certificates from certain countries are unavailable. Others must be requested in person and the U.S. Consulate must request others. More specific information is available from the Immigrant Visa Unit at the United States Consulate in Rio de Janeiro.

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## 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 immigrant visa. Children also need to have their own passport.

**Note:** Please bring all previous passports, even the ones already expired/cancelled that have U.S. visas or entries to the United States.

<b>Deportation or Voluntarily Removal</b>	<p>If you had any previous problems with the Department of Homeland Security (DHS) - former Immigration and Naturalization Service (INS) - you must bring the official reports on the day of your interview.</p> <p>Applicants who have previously been deported or removed at government expense from the United States within the last years must obtain Form I-212, Permission to Reapply after Deportation, from the U.S. Department of Homeland Security, or from a U.S. Embassy or Consulate, and follow the instructions included on that form. DHS must previously approve form I-212 before you can receive the fiancé (e) visa, but this does not necessarily need to be done before the interview date.</p>
<b>Court and Prison Records</b>	<p>Persons who have been convicted or discharged 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, including processes in the U.S.</p> <p>Court records should include:</p> <ul style="list-style-type: none"> <li>• Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and</li> <li>• The disposition of the case, including sentence or other penalty or fine imposed.</li> </ul>
<b>Applicants with previous J1/J2 visas</b>	<p>If you have been a student in the U.S. under a J-1 visa or a dependent under J-2 visa you may be subject to Section 212(e) of the Immigration and Nationality Act. That means that you must be required to return for a two-year period to your native country or country of residence. If you wish to return sooner than that to the United States to reside permanently, first, you have to request an authorization from the Brazilian Government and then you may request a waiver from the United States Government. These authorizations need to be granted prior to receiving an immigrant visa to the United States. More information on this subject is available on the Internet at <a href="http://uscis.gov/graphics/howdoi/exchvisit.htm">http://uscis.gov/graphics/howdoi/exchvisit.htm</a>.</p>
<b>Translations</b>	<p>All documents neither in English nor in Portuguese must be accompanied by <i>certified English translations</i> done by a Sworn Public Translator.</p> <p>The translation must include a statement signed by the translator that states that the:</p> <ul style="list-style-type: none"> <li>• Translation is accurate, and</li> <li>• Translator is competent to translate.</li> </ul>
<b>Photographs</b>	
<b>General requirements</b>	<p>Two photos are required of all applicants regardless of age. The photograph should have applicant's name lightly printed on the reverse side. Color Polaroid photos are acceptable. Scanned pictures are not accepted.</p>
<b>Photographs</b>	<p>Two (2) color photographs with white background on glossy paper are required. The picture must not be retouched or mounted. The photograph must be a frontal picture, <b>with both ears visible</b>. No head covering or glasses should be worn except for religious purposes. Photos must be 5cmx5cm or 5cmx7cm, head centered; see attached sample.</p>
<b>Additional information</b>	<p>The photographs must have been <b>taken in the last 6 months</b>; the photos cannot have frames; a full-face view is necessary. Applicant must be looking at the camera when the picture is taken, and not looking down or to one side. The face must cover 50% of the picture; face must measure 3 cm from chin to top of hair; you must present color pictures with white background. No other background is acceptable.</p>

## Evidence of Support

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### General requirements

You must submit evidence showing that you and members of your family who will accompany you are not likely to become public charges while in the U.S.

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### Fiancé (e) Petitions

You may present your own means of support or the petitioner may fill out an Affidavit of Support, **form I-134**. The sponsor must attach proof of his/her income such as: copy of last U.S. Federal Income Tax (form 1040), proof of current employment, job offer, pay-slip, etc.

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## Evidence of Relationship

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### General requirements

You must submit evidence of relationship with your American fiancé (e). Proof of relationship may be any document that you think will prove to the consular officer that you have a real relationship with your fiancé(e) such as visas to Brazil or United States, air tickets, phone bills, photos, correspondence/e-mails exchanged, etc.

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### Children who are about to Reach 21 Years of Age

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### 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 receive the visa with you to the United States, or to follow you until 1(one) year after your visa issuance, your children **must be unmarried and under the age of 21 at the time they enter the United States.**

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### Who to notify

If any of your children will turn 21 within 90 days, please **notify** the Immigrant Visa Unit at the United States Consulate in Rio de Janeiro, **immediately**.

**Nota:** We will process your visa as quickly as possible so that we can issue a visa to your child on the same day we issue yours. Your child must enter the United States within the validity of the visa, you must get married to your fiancé(e), you must file for adjustment of status and adjust your child's status before he turns 21. If that is not possible, your child will only be able to remain in the United States during the period authorized by the DHS Officer at port of entry.

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### Failure to notify

Failure to notify the United States Consulate in Rio de Janeiro 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.

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## What Happens Next?

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**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.

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**Bringing your documents** You will need to bring all your original documents or certified copies and a common copy and forms at the time of the visa interview.  
We cannot guarantee, before your documents are seen by the Consul, that your visa will be approved and issued. Only after your interview the Consul will be able to make that decision.  
***We do not encourage you to make any final travel arrangements, sell your properties or quit your job before your visa is issued.***

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**Fee** Access [Schedule of Fees](#) and check the total amount for fiancé(e) visa, this payment must be done only in Reais and is **only payable at Citibank**. No checks are accepted. Each applicant must be prepared to pay this fee. This fee cannot be paid at the Consulate under any circumstances. Each dependent must also pay the fee, regardless of age. There is no specific form for the fee. Just ask for the "K visa fee" at a Citibank agency.

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**Digital Fingerprints** All applicants will be fingerprinted except those in the following categories:

- Children under 14 years old;
- Adults over 79 years old.

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**When to call or write** The United States Consulate cannot guarantee how long it may be before you are scheduled for an appointment for a visa interview. Please notify the United States Consulate if the circumstances of your application have changed. For example:

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

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**Important** It is totally indispensable to have the Citibank visa fee, a valid passport, two electronic filled out DS-156 and two photographs before arriving at the Consulate on the day of your interview otherwise you are going to be rescheduled for the next available day.

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The visa is usually good for 180 days with only one entry after the issuance. Upon entry in the U.S. you must get married within 90 days. If you do not get married you will have to leave the U.S. and apply for a new process. This Office will do its best to process your visa as soon as possible but you will most likely have to spend the entire morning in this Office until the Consul can make a final decision on your request. If any problem is detected, it is possible that you may have to return to this Office again.

You must use a delivery service that has a partnership with the consulate to return your visa after issued. Upon the approval of your visa you will receive instructions on how to contract this service. This consulate will not be responsible for losses or damages that may occur to the correspondence, nor any tracking system. If the correspondence gets lost, you would have to prepare all the documents again in order to receive another visa.

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**Rio de Janeiro  
Immigrant Visa  
Unit hours**

- Window service for general information concerning immigrant visa processing is available, through appointments only. Set up your appointment by e-mail or phone.
- The Immigrant Visa Unit can also be contacted by phone from Mondays, Wednesdays and Fridays from 2:00pm to 3:00pm at (21) 3823-2000. You may get general information during after-hours from our answering machine service.
- Fax inquiries may be sent at any time to (21) 3823-2083.
- E-mail address: [immigrationrio@state.gov](mailto:immigrationrio@state.gov)
- More information can also be found on our web sites: [www.consuladodoseua-rio.org.br](http://www.consuladodoseua-rio.org.br) and [www.state.gov](http://www.state.gov)
- For your convenience the *Immigrant visa appointments are posted on our web site monthly, by approximately the middle of every month*, listing the interviews for the following month. Visa appointments for the current month are also listed. The list of appointments is in ascending order based on the Rio de Janeiro Consulate's immigrant case numbers. Please, match your case number against the list of numbers to find the date and time of your appointment. You can find your case number on this packet cover letter.

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**NOTE:**

**Cameras, laptops and cellular phones with cameras are not allowed into the Consulate building.**

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