



EMBASSY OF THE UNITED STATES

**TIRANA • ALBANIA**

## IMMIGRANT VISAS

### Instruction Package for Immigrant Visa Applicants

**IMPORTANT NOTICE:** Please read all the instructions carefully. The Consular Section will **not** contact you until you have **mailed all the required documents** listed below. Failure to submit those documents (that apply for your case) will result in non scheduling your interview date.

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Before an appointment can be scheduled:

**A. The applicant (the person that will be provided with an immigrant visa) must submit the following original documents by mail:**

Form **DS-230** (Application for Immigrant Visas and Alien Registration): Part I (Biographic Data), and Part II (Sworn Statement). This form can be downloaded from the U.S. Department of State's website: [http://travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html) or <http://www.state.gov/m/a/dir/forms/>

- ▶ Original Birth Certificate and Marriage Certificate.
- ▶ If previously married, please include proof of termination of that marriage whether by death or divorce (e.g. death certificate of previous spouse, final decree of divorce, etc).
- ▶ Criminal record issued by the Albanian Ministry of Justice for each applicant age 16 years or over in current and any former names, including maiden names.  
**NOTE:** Persons convicted of a crime must obtain a copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty, or the criminal conviction is expunged. Originals of these documents, translated and notarized, will be required at the time of final interview.
- ▶ District Court and Attorney records issued at the city where you have resided in the last six months, for all applicants age 16 or over in current and any former names, including maiden names.
- ▶ Military records issued by the Army Recruiting Office, for all **male** applicants age 18 and over.
- ▶ A translated and notarized Police Record from a foreign country for applicant age 16 or over, if the applicant is currently living in that country for more than six months, or if the applicant has previously lived in that country for more than one year. For further information, please visit [http://travel.state.gov/visa/immigrants/info/info\\_3195.html#police](http://travel.state.gov/visa/immigrants/info/info_3195.html#police)
- ▶ A photocopy of applicant's passport (biographic data). The passport must have at least one-year validity beyond the issuance date of the visa.
- ▶ One color photo 50x50mm, white background. The photo should have a full frontal view of the face, with the head centered in the frame. The face should cover 50 percent of the photo area. For more details visit the U.S. Department of State's website at: [http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html). If the requirements are not met, the photo will not be accepted.

**Note:** Certified English translations must accompany all documents not in English, or in the official

language of the country (Albanian). Translations must be certified by a competent translator and sworn before a Notary Public. All certificates must be less than 12 months old when presented on the interview date.

**Petitioner (American Citizen) must submit by MAIL the following documents:**

- An original Affidavit of Support, [Form I-864](#) (not photocopy, or by email), for each petition filed, accompanied by a photocopy of the sponsor's U.S. passport or legal permanent resident card, tax returns of the last year, most recent tax year W2s for all jobs held, and a recently issued job letter, or an Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically). To request IRS-generated transcripts or copies of a tax return, visit the [IRS website www.irs.gov](#). This document must be less than 12 months old when presented on the interview date. If you are married, your spouse should also complete and submit an original Form I-864A, accompanied by a photocopy of his or her U.S. passport or legal permanent resident card. You can find Form I-864 and I-864A at: <http://www.uscis.gov/>. For more information for preparing Affidavit of Support forms, please visit the U.S. Department of State's [website](#) at: [http://travel.state.gov/visa/immigrants/info/info\\_3197.html](http://travel.state.gov/visa/immigrants/info/info_3197.html)
- If your income does not meet the requirements of the Poverty Guidelines, established yearly by the U.S. Department of Health and Human Services (DHHS) <http://aspe.hhs.gov/poverty/> or, if you are not qualified to sponsor your relative financially, you must find a co-sponsor who can present a signed Form I-864, accompanied by a photocopy of the sponsor's U.S. passport or legal permanent resident card, tax returns of the last year (or an Internal Revenue Service (IRS) transcript), most recent tax year W2s for all jobs held, and a recently issued job letter, in addition to your I-864 Affidavit of Support. If the co-sponsor is married, his spouse should also complete and submit an original Form I-864A, accompanied by a photocopy of his or her U.S. passport or legal permanent resident card. For more information on the joint-sponsor's required documentation please visit the U.S. Department of State's website at [http://travel.state.gov/visa/immigrants/info/info\\_3202.html](http://travel.state.gov/visa/immigrants/info/info_3202.html)
- If you did not file taxes in the last year, you **must also prepare a signed statement explaining why you were not required to file.**
- Evidence of assets if you want to use them to prove your ability to support the applicant financially.

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All the above documents, from the Beneficiary and from the Petitioner, **should be mailed to:**

U.S. Embassy  
Consular Section  
Rruga e Elbasanit, Nr. 103  
Tirana, Albania

When you send these documents, please cite applicant's exact **first and last**, and his or her **TIA number** over the envelope (e.g.: John Doe – TIA123456789).

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**NEXT STEP:** After our office has received **all** the required documents for your case, we will send you by mail the instructions regarding medical check and the interview date once an interview date is available.