



## CONSULATE GENERAL OF THE UNITED STATES

LEVEL 59 MLC CENTRE 19-29 MARTIN PL  
61-2-9373-9200 [sydney.usconsulate.gov/sydney](http://sydney.usconsulate.gov/sydney)

### **INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS**

You have been registered with the National Visa Center (NVC) or the U.S. Consulate General, Sydney, 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 must now obtain the documents required for your application for an immigrant visa.

#### **Application for Immigrant Visa and Alien Registration Forms DS230 Parts I and II**

- Background** The DS230 Part I contain questions regarding specific biographical information required for the immigrant visa. A copy of this form is enclosed.
- 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 DS230 Parts I and II.
- Completing the form** Please fill out the DS230 Parts I&II completely. If a question does not apply to you then you must mark it with a N/A.
- Questions** If you have any questions on completing the DS230 Parts I & II, please write to the U.S. Consulate General, Sydney. The address is listed above or by email at [sydneyiv@state.gov](mailto:sydneyiv@state.gov)
- When complete** Please send the completed DS230 Parts I & II forms immediately. Do not sign DS230 Part II. You should begin to collect all items applicable to your case that is listed on the following pages. Please **do not fax forms** DS-230 Parts I & II. The original forms must be mailed.

When you have gathered all documentation, **complete & mail all applicable documentation with the DS-2001 form to the address listed above.** That office will contact you with your immigrant visa interview time. Your original documents will be returned to you at the time of your final visa interview.

## **Documents You Need to Obtain**

**Document requirements** Please obtain the **original documents** or **certified copies** from an appropriate authority 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 Citizenship & Immigration Service (CIS) office with your petition.

Please note:

**Civil documents must bear an original signature, stamp and seal of the issuing office or registrar. Copies certified by attorneys, Justice of the Peace, Notary Public etc., are not acceptable.**

For marriage certificates: the certificate you signed before the celebrant on the day of your marriage cannot be accepted. You must provide an original copy issued by the Australian Registrar of Births, Deaths & Marriages or from the appropriate courts or registrar offices in the country where married.

### **Birth Certificates**

Obtain the original or certified copy **and one photocopy**, of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21, even if the children are not immigrating with you).

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

Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned or by visiting the website:

<http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Unobtainable birth certificate**

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 parents names, and the mother's maiden name.
- Photocopies of the above documents must be submitted with the originals.

*Note:* An affidavit must be executed before an official authorized to take oaths or affirmations.

### **Marriage certificates**

Married applicants must obtain an original marriage certificate or a certified copy bearing the appropriate seal or stamp of the issuing authority with one photocopy. Please note: the marriage certificate you signed on your wedding day is unacceptable. You must submit a copy issued by the Australian Registrar of Births, Deaths and Marriages or from the applicable Courts or Registrar offices of the country you were married in. The certificate must bear an original seal of that issuing office.

Information on how you may obtain a certified copy of your marriage certificate is available from <http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Termination of prior marriage**

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 with one photocopy.

Acceptable evidence is a:

- Final divorce decree
- Death certificate or
- Annulment.

Information on how you may obtain a certified copy of termination of any prior marriages is available from the website:

<http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Child custody**

Any minor child immigrating with a parent or who has been petitioned for on his or her own must submit custody information. This may include:

- A notarized statutory declaration from the child's other parent advising of his/her knowledge and consent for the child to live indefinitely in the United States. This must include a copy of a photo ID of that parent; or
- A certified death certificate of the other parent.

### **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. Any child who is included in his or her parent's passport must obtain his or her own separate passport. Do not mail in your passport but submit a photocopy of the biographic page.

### **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 & Immigration Service, or from a U.S. Embassy or Consulate, and follow the instructions included on that form. F

### **Translations**

All documents not in English must be accompanied by certified English translations and one photocopy. The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
- Translator is competent to translate.

### **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 his/her country of nationality, and at his/her 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 his/her 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 he/she has 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: Police certificates from certain countries are unavailable.

For more information on obtaining police clearances from foreign counties, please refer to the website:

<http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Court and prison records**

Applicants who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of any subsequent amnesty, pardon, or other act of clemency. One photocopy must also be submitted.

Court records should include:

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.

Please note: Court & Prison records from certain countries are unavailable.

More specific information is available from the website:

<http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Military Records**

Persons who have served in the military forces of any country must obtain one copy of their military record and submit it with one photocopy.

Please note: Military records from certain countries are unavailable.

More specific information is available from the website:

<http://www.travel.state.gov/visa/reciprocity/index.htm>

### **Affidavit of Support**

The petitioning relative is required to submit an affidavit of support, regardless of where he/she is residing

An affidavit of support, form I-864, is required for all family-based immigrant visa applicants. The signatures on this form must be originals and must be less than 6 months at the time of the visa interview.

- Detailed instructions for the I-864 affidavit of support are attached to the enclosed I-864 form. Please refer to those instructions.
- If your application does not require an I-864, your petitioner must complete the enclosed I-134 Affidavit of Support, have it notarized, and submit with supporting documents.

## 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 and under the age of 21 at the time they enter the United States.

### **Whom to notify**

If any of your children will turn 21 within 60 days, please notify the United States Consulate at Sydney, immediately.

Please note: If visas will be available in your category prior to your son or daughter's birthday, your case will receive expedited processing in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, the United States Consulate cannot assist you if visas are not available in your category prior to your son or daughter's birthday.

### **Failure to notify**

Failure to notify the United States Consulate 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	<p>First: Mail the DS230 Part I &amp; II forms for each applicant immediately.</p> <p>Second: Mail the form DS2001 with all original and photocopies of documents applicable to your case.</p> <p>Mail the form and documents to the address listed on the cover letter of this information packet. Your original documents will be returned to you at the time of your final visa interview.</p>
2	<p>The United States Consulate at Sydney will complete all necessary administrative processing of your immigrant visa application. You may be requested to provide additional information prior to scheduling your interview if you have incomplete or are missing documents.</p>
3	<p>You will receive an appointment letter containing the date and time of your visa interview along with instructions for obtaining a medical examination (if the medical instructions were not included in this packet of instructions). An appointment will be scheduled for the first available date.</p>

### 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 at Sydney 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.

## Documents required

You are required to furnish the original of each document PLUS one photocopy. This is your checklist & it must be returned to the consulate with form DS -2001 and your documents as requested. Your original documents will be returned to you at the time of your final visa interview.

Documents required by Consulate	Document attached Please tick below	Not applicable Please tick below	Consulate notes
	ORIGINAL    PHOTOCOPY		
Birth certificate & photocopy			
Unobtainable birth certificate & photocopy			
Australia police certificate & photocopy			Do not obtain unless the instructions are included in this packet
Other country(ies) police certificate & photocopy			List names of countries:
Photocopy of passport biographic page	only photocopy required		
Deportation documents & photocopy			
Court & prison records & photocopy			
Military records & photocopy			
Marriage certificate & photocopy			
Evidence of prior marriage & photocopy			
Translations & photocopy			
Child custody documents – originals only	only original required		
Form I-864 affidavit of support & supporting documents – original only	only originals required		The appropriate I-864 may already be in your file; otherwise the appropriate form is attached.
Form I-134 affidavit of support for SB-1 applicants	only originals required	Only SB-1 applicants complete form I-134	
Medical records – originals only	only originals required		Do not obtain unless the instructions and forms are attached in this packet.

Please note: you should not make any irrevocable arrangements, such as purchasing non-refundable tickets, selling your home, or leaving your job, until after your immigrant visa is actually approved and issued to you.

**COMPLETE AND RETURN WITH YOUR DOCUMENTS THE FORM DS-2001 & THIS CHECKLIST.**



U.S. Department of State  
**NOTIFICATION OF APPLICANT READINESS**

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**Introduction**

You, or your agent, may notify United States Embassy or Consulate listed on the cover letter that you are ready for an interview by using this Form DS-2001. The form indicates that you and your family members (if applicable) have obtained all the necessary documents for the immigrant visa interview.

NOTE: Please read the *Instructions for Immigrant Visa Applicants* before completing this form.

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**Document requirements**

Please obtain the **original documents** or **certified copies** listed in **Instructions for Immigrant Visa Applicants** from an appropriate authority 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 Immigration and Naturalization Service (INS) with your petition.

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**Signature**

Please fill out the information below and sign.

\_\_\_\_\_

Case Number

\_\_\_\_\_

Complete Name - Please Type or Print

\_\_\_\_\_

Mailing Address for Appointment Letter

\_\_\_\_\_

Date (mm-dd-yyyy)

\_\_\_\_\_

Applicant's Daytime Telephone Number

I attest that I have all of the documents specified in the **Instructions for Immigrant Visa Applicants** and other instructions, which are applicable in my case, and I am prepared for immigrant visa interview.

\_\_\_\_\_

Signature

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**Where to send**

Please send this form, along with Form DS-230 Part 1 (for each applicant), to the address of the United States Embassy or Consulate listed on the cover letter of this information packet.

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