



MAIL TO THE FOLLOWING ADDRESS  
# 01, St. 96, Sangkat Watphnom,  
Khan Daun Penh, Phnom Penh, Cambodia

APPLICANT'S PRIORITY DATE

FOREIGN STATE CHARGEABILITY

IMMIGRANT VISA CATEGORY

### INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following 3 steps:

**FIRST:** Complete and return by mailing immediately to this office the enclosed Application for Immigrant Visa and Alien Registration (form DS-230), Affidavit of support (form I-864), and this **Form OF-169**. This office cannot process your case until these forms are received.

**SECOND:** Obtain the following documents on this checklist which pertain to you. Please bring the documents to the visa interview on your scheduled date. **Do NOT send** them to this office or to NVC.

1. **PASSPORTS:** A Passport must be valid for travel to the United States and must have at least **six months** validity beyond the issuance date of the visa. Children must have their own passports regardless of any age.

2. **BIRTH CERTIFICATES:** You are required to present an original and a copy of your birth certificate.

3. **UNOBTAINABLE BIRTH CERTIFICATES:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the name of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmation. In such cases, please bring any secondary evidence you might have concerning your birth.

4. **PHOTOGRAPHS:** Two (2x2 inches or 5x5 cm) frontal view photographs are required. Please see the enclosed photo instruction.
5. **MARRIAGE CERTIFICATES:** Married persons are required to present an original and a copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decree of divorce or annulment).
6. **EVIDENCE OF RELATIONSHIP:** You should bring with you evidence to establish the relationship between you and the petitioner. It is, therefore, useful to bring with you letters, photographs, or other evidence of your relationship to the petitioner.
7. **MEDICAL EXAMINATION:** All intending immigrants, regardless of age, are required to have a medical examination. Please see the enclosed medical instruction for more information.
8. **POLICE CERTIFICATES/RECORDS:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. 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 certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. **In Cambodia**, the police certificate is issued by the Ministry of Justice at No 240, Sothearos Blvd, Phnom Penh. For other countries, please go to: [http://travel.state.gov/visa/fees/fees\\_3272.html](http://travel.state.gov/visa/fees/fees_3272.html).
9. **MILITARY RECORDS:** A copy of a military record is required from your office or department if you are or used to be military personnel. The military records must contain a complete record of the applicant's service and conduct while in the service. The record must show any convictions of crime before military tribunals.
10. **COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency.
11. **NATIONAL I.D. CARD:** You are required to present an original and a copy of National Identification Card if you are over 16 years old.

12. **TRANSLATIONS:** All documents not in English must be accompanied by certified English translations. Translations must be certified by a competent translator.

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY**

**THIRD:** As soon as you have obtained all of documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and return the form to this office. You will not be scheduled for an appointment until you sign and return this checklist.

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. To check your appointment date, please visit our website at:

[http://cambodia.usembassy.gov/scheduled\\_appointments.html](http://cambodia.usembassy.gov/scheduled_appointments.html)

The total fee for an immigrant visa is U.S. \$404. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to this office unless you are specifically requested to do so.

**Enclosures:**

- 1- Form DS-230 (Application for immigrant visa and Alien registration). Can be downloaded from <http://travel.state.gov>
  - 2- Form-167 (Evidence Which May be Presented to Meet The Public Charge Provision of the Law)
  - 3- Form I-864 (Affidavit of Support). Can be downloaded from [www.uscis.gov](http://www.uscis.gov)
  - 4- Form I-864P (Poverty Guideline) Can be downloaded from [www.uscis.gov](http://www.uscis.gov)
  - 5- Medical instruction
  - 6- Photo instruction
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I have in my possession and am prepared to present all the documents listed in items 1 through 12 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 arrangement until a visa is actually issued to me. At such time as it is possible for me to receive an appointment to make formal visa application I intended to apply. (Check appropriate box)

Alone

Together with my spouse (Print full name :.....)

Together with my spouse and the following minor children: (Print full names for each child who will accompany you)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Number (if available)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Beneficiary's Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU RETURN THE REQUESTED FORMS.**

**PLEASE DO NOT SEND ANY DOCUMENT TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.  
IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.**