

INFORMATION ABOUT YOUR FINAL VISA INTERVIEW

What should I do before my visa interview?

Before coming to the Consular Section for your visa interview, you will have to do the following:

1) Register for an account at:

<https://cgifederal.secure.force.com/SiteRegister?country=Guatemala&language=en> to select a **CARGO EXPRESO** office. **There are no additional fees for this service, however if you do not register, we may be unable to complete processing of your case.** If you have any questions about this process, please call **(502) 2376-1978**.

2) Obtain all the necessary documents mentioned on pages 17, 18 and 19. This includes undergoing a medical examination before you come to your visa interview appointment. Detailed instructions for the medical exam can be found in subsequent pages of this document. The day of your appointment, you must bring the medical exam results that the doctor will give you in a sealed envelope. If you do not bring the envelope provided by the panel physician, you will not be able to have your interview.

Who can come to the interview?

Only bring to your interview family members who have an appointment that day and who are included in your visa application. However, elderly persons, minor children, and persons who do not speak Spanish should be accompanied by a responsible person or an interpreter.

What happens if I cannot attend my visa interview appointment?

Every member of the family planning to emigrate with you, without regard to their age, should be present for their interview. **If you miss your visa interview appointment, your immigrant visa application will be cancelled a year from the date of your visa interview appointment.** If you cannot attend your interview, we ask that you please notify our office as soon as possible and if possible prior to the appointment date at the following e-mail address so that your appointment can be rescheduled: support-guatemala@ustraveldocs.com

What can I expect the day of my interview?

When you arrive at the Embassy, please present your appointment letter to the security guard. After going through security, you will receive a number which indicates when you will be called. In addition, a white paper will be stapled to the back of your passport, which you must fill out with your name, your local phone number and your email address. When you are called to the window, an immigrant visa professional will request a photo taken within the last six months for each applicant, and will take fingerprints to applicants 14 years or older, she will prepare your visa application documents for your interview with the consular officer. After that, you may take a seat at the waiting room and wait to be called for your final interview with the consular officer. If the consular officer requires additional information, you will receive instructions on how to proceed.

What happens after my visa is issued?

Once the consular officer informs you that your visa will be approved, you will be given a white paper with detailed instructions. Your visa can be picked up at the Cargo Expreso site that you had previously selected. When you pick up your visa packet and passport, you will be given instructions on how to proceed when you travel to the United States. In addition, you will receive information on the USCIS Immigrant Fee that you must pay prior to your entry to the United States. This fee of \$165 covers the costs USCIS incurs to process, file and maintain the immigrant visa package as well as produce and issue documents, including the Permanente Residence Card (commonly referred to as the Green Card).

DOCUMENTS YOU NEED TO BRING TO YOUR FINAL INTERVIEW

The following list outlines the documents required to process your immigrant visa. If you have already sent these documents to the National Visa Center (NVC), you should still read the following instructions, as there may be additional documents or documents that must be renewed that you must present at the time of your interview.

1. **Valid Passport:** Your Passport should have more than six months of validity. **Note:** If you currently hold a Non-Immigrant (tourist) visa, please bring the passport containing that visa as well.
2. **Cargo Expreso Registration Sheet.** Before the interview appointment, each applicant must select the Cargo Expreso agency where she/he would prefer to receive the visa. For this purpose, each person must create a profile by entering the name, email address and a password on the following web page:
<https://cgifederal.secure.force.com/SiteRegister?country=Guatemala&language=en>
3. **Medical exam:** please see the complete instructions in the subsequent pages of this document. If an applicant does not bring his/her medical exam to the interview, s/he will NOT be allowed inside the U.S. Embassy.
4. **Color Photo:** You are required to bring one photo per person that was taken within the last 6 months. If you already sent photos to NVC, you must still bring new photos to the interview, as the photos previously sent will not be accepted. The photo should be taken facing front, printed in color, with a white background, glossy, without retouches and without a border or frame. The person should not have earrings, glasses, or hats. The dimensions of the entire photo should be 2 inches by 2 inches.
5. **Current police and court certificates.** Every applicant over 18 must have a police and court certificate from Guatemala. In addition, if you have lived in any country other than Guatemala or the United States for 6 months or more after age 18, you must provide police and court certificates from that country. If you previously sent police and court certificates to NVC, you must still bring in current certificates as these documents have limited validity and if they are not current; your case will be delayed. The certificates from Guatemala have a validity of 6 months.
6. **Your electronic visa application form DS-260.**
For instructions on how to complete this form, please go to:
<https://travel.state.gov/content/visas/en/forms/online-immigrant-visa-forms/frequently-asked-questions.html>
When you complete the online form, you will be asked to provide an invoice number. If your petition was processed by the National Visa Center (NVC) then you will have received your Invoice Number from them. If your petition was processed in Guatemala with USCIS, your Invoice number is your date of birth in numbers: year, month and day (YYYYMMDD). For example, if your date of birth is June 16, 1985, your invoice number is 19850616.

Please submit one form per applicant, with all the questions completely answered. **All the questions must be answered with accurate and honest information.** If you fail to include correct information in your DS-260, your case will be delayed and you will be required to correct the information. If any of the questions do not apply to you, write out "Does Not Apply." Please avoid using dashes or abbreviations such as "N/A". This form must be submitted for every member of the family who will travel with you.

7. **Original birth certificate for each applicant.** EVERY APPLICANT MUST BRING A CURRENT BIRTH CERTIFICATE (issued within the last 6 months). For Guatemalan civil documents, only the original certificate issued by RENAP (National Registry of Persons) will be accepted. We do not accept older certificates or those from Guatemalan civil registries. If the applicant was born in another country, the certificate must be an original issued by the competent authority of that country.
8. **Birth Certificate of the Petitioner.** THIS ONLY APPLIES FOR APPLICANTS THAT ARE BEING PETITIONED BY A CHILD OR A SIBLING. For Guatemalan civil documents, only the original certificate issued by RENAP (National Registry of Persons) will be accepted. We do not accept older certificates or those from Guatemalan civil registries. If the petitioner was born in another country, the certificate must be an original issued by the competent authority of that country.
9. **Original marriage certificate.** IF THE PETITIONER IS YOUR SPOUSE OR YOUR STEP-PARENT, YOU MUST BRING AN ORIGINAL MARRIAGE CERTIFICATE TO THE INTERVIEW. For Guatemalan civil documents, only the original certificate issued by RENAP (National Registry of Persons) will be accepted. We do not accept older certificates or those from Guatemalan civil registries. If the marriage occurred in another country, you must bring the original or a certified copy issued by the competent authority of that country. This is a required document and if it is not provided, we will not be able to proceed with your application at the time of your interview.
10. **Original divorce and/or death certificates.** IF THE PETITIONER IS YOUR SPOUSE OR YOUR STEP-PARENT AND THEY HAD ANY PREVIOUS MARRIAGE, YOU MUST BRING AN ORIGINAL DIVORCE DECREE OR DEATH CERTIFICATE TO THE INTERVIEW, FOR EVERY PREVIOUS MARRIAGE. For Guatemalan civil documents, only the original certificate issued by RENAP (National Registry of Persons) will be accepted. We do not accept older certificates or those from Guatemalan civil registries. If the divorce or death occurred in another country, you must bring the original or a certified copy issued by the competent authority of that country. This is a required document and if it is not provided, we will not be able to proceed with your application at the time of your interview.
11. **Financial Documents** (if you have not already sent to NVC). The following documents must be submitted for each applicant seeking a visa:
 - a. Form I-864 Affidavit of Support found at: <https://www.uscis.gov/sites/default/files/files/form/i-864.pdf>. This document must have an ORIGINAL signature from your petitioner. If the signature is not original, the document cannot be accepted.
 - b. If you have dependants in your petition, each dependant applying for a visa must bring a copy of the original of form I-864.

- c. Copy of the petitioner's most recent tax return: Form 1040 and W2 or Schedule C-AZ.
- d. If your petitioner does not have these forms, you must bring their tax return transcripts, which can be found at: <http://www.irs.gov/Individuals/Get-Transcript>
- e. If your petitioner did not file taxes, you must present an original, signed, dated letter from the petitioner, stating why they were not legally required to file taxes that year.
- f. Original I-864A form from a spouse or household member if their income will be used to help support the visa applicant. This document must have an ORIGINAL signature from the household member.

In order to qualify as a sponsor, your petitioner must meet certain income guidelines that you can find at <https://www.uscis.gov/i-864p>. If your petitioner's earnings do not meet these guidelines you are required to provide the following documents from your joint sponsor:

- a. Form I-864 Affidavit of Support found at: <https://www.uscis.gov/sites/default/files/files/form/i-864.pdf>. This document must have an ORIGINAL signature from your sponsor. If the signature is not original, the document cannot be accepted.
- b. Copy of residency or citizenship for your sponsor.
- c. If you have dependants in your petition, each dependant applying for a visa must bring a copy of the original of form I-864.
- d. Copy of the sponsor's most recent tax return: Form 1040 and W2 or Schedule C-AZ.
- e. If your sponsor does not have these forms, you must bring their tax return transcripts, which can be found at: <http://www.irs.gov/Individuals/Get-Transcript>
- f. Original I-864A form from spouse of sponsor or household members. . This document must have an ORIGINAL signature from the spouse or household member.

12. **Visa Fee** (if not already paid to NVC) \$325 USD or the equivalent in Quetzales, per person. Only cash or Visa and Master Card are accepted. **NOTE:** If the payment was already made through NVC, please bring your payment receipt to your interview; you will not have to pay again at the Consular Section. The \$325 visa application fee is non-refundable even when the applicant is found ineligible for the visa. This payment is valid for a year from the date of the interview.

13. **Criminal Records.** If you or any of your dependents have been arrested in Guatemala, the United States or a third country, you must provide the following documents regarding each arrest. If you do not provide these documents, it will result in delays in the processing of your case.

- a. Copy of the police report
- b. The original court disposition (and a copy)
- c. Copy of the statute and the maximum sentence for the crime according to the law of the state or country where the arrest took place.

14. **Immigration Documents.** If you or any of your dependents has lived in the United States and has had any legal status or immigration process, you must present evidence of your legal status after April 1, 1997. These documents may include: work authorization cards, asylum applications, documents from INS/DHS/USCIS such as receipts, decisions, and appeals. If applicable, you must also bring deportation orders, voluntary departure orders, and the evidence that you complied.

APPROVED WAIVER: If you have applied for and received a waiver while in the United States, please bring those documents to the interview.

15. **Relationship documents (IMPORTANT):** Cases are frequently delayed when the following documents are not brought to the visa interview. You should be ready to present evidence of your relationship with the petitioner. The evidence you should bring may include: photos, correspondence, remittances, telephone records, mutually owned properties or joint accounts, tax returns, insurance documents, utility bills, birth and/or baptismal certificates for joint children. You should bring this information, even if you have previously submitted these documents to USCIS or NVC.

16. **Interpreter:** If the applicant does not speak Spanish or English, he or she should bring an interpreter who can translate during the interview. Remember that the applicant, not the interpreter, must answer the questions during the interview.

Note about translation of documents: If your documents are in English or in Spanish, they do not have to be translated for the interview. If they are in any other language they should have certified English translations.

FOR MORE INFORMATION ABOUT IMMIGRANT VISAS

For more information about the immigrant visa process in Guatemala, please contact the information call center service:

Phone: **(502) 2376-1978**

From the United States, call **(646) 259-0557**
Monday through Friday, 8 am to 7 pm and on Saturdays, 9 am to 3 pm (CST)

E-mail: support-guatemala@ustraveldocs.com

Web: <http://www.ustraveldocs.com/gt>

Applicants, who are required to submit a waiver, must do so after the consular officer has recommended it. The waiver must be submitted directly to the United States Citizenship and Immigration Services.

INFORMATION ABOUT RENAP AND OBTAINING GUATEMALAN COURT AND POLICE CERTIFICATES

Central Office for the National Registry of Persons - RENAP

Address: Calzada Roosevelt, 13-46, Zona 7, Antiguo Edificio Korea Center.
Phone: 24161900. For more information, you may visit www.renap.gob.gt

Guatemalan Court Certificates

The certificate for court records can be obtained at the Supreme Court of Justice-Court Records Unit:

Unidad de Antecedentes Penales de la Corte Suprema de Justicia
6 Ave. "A" 9-23 zona 9
Guatemala, Guatemala
Tel: 2248-7365

Guatemalan Police Certificates

Guatemalan police certificates can be obtained from the National Civil Police offices in the capital city:

Policía Nacional Civil
6 Ave. "a" 9 y 10 Calle, Zona 9
Guatemala, Guatemala

MEDICAL EXAMINATION INSTRUCTIONS

Prior to your visa interview you must have a medical examination performed only by the medical doctors authorized by this Embassy to administer it. Every single applicant should go for the medical examination at least three weeks prior to your interview date unless you received your appointment notification later than three weeks ahead of time. In this case, you should contact the doctor's office to schedule your medical appointment as soon as possible.

The medical exam will include x-rays, laboratory tests, and a physical examination. At the discretion of the physician, you may be required to undergo additional tests.

Children under the age of 15 are required to have a physical examination; x-rays and laboratory tests may also be necessary in some cases.

The physical exam will include a general check up as well as examination of the eyes, nose, ears, mouth, heart, chest, lungs, abdomen, genitals and limbs.

YOU MUST PRESENT THE FOLLOWING DOCUMENTS AT THE TIME OF THE MEDICAL EXAMINATION:

- ◆ Valid passport and appointment letter from the Consular Section and/or from the National Visa Center (NVC).
- ◆ If your passport and/or personal documents show different last names due to marriage or divorce, please bring documents to demonstrate the legal name change.
- ◆ Five color passport-size photographs.
- ◆ If applicable, applicants should bring their glasses as well as information regarding any medications s/he is currently taking.
- ◆ Immunization card or a medical certificate in original and a copy. Specify the day, month and year when the vaccines were provided. By bringing these records you may avoid repeating vaccinations you have had in the past (please see page 9 for additional information).
- ◆ Female applicants who are sexually active should have completed a pelvic exam and pap-smear in the last 12 months and, if possible, show the results at the time of the medical exam.
- ◆ If you have ever been arrested or convicted in relation to use of alcohol or illegal drugs in the United States or any other country, you should bring the records of the incident to the medical exam.
- ◆ Medical information regarding any illness or treatment and the name, dosage, and frequency of current medications.

IMPORTANT

- ❖ Do not schedule your medical appointment until you have all required documents.
- ❖ Please schedule an appointment with only one of the physicians and **arrive on time**.
- ❖ If you cannot attend the medical examination please notify the clinic as soon as possible.
- ❖ You do not need to bring the x-ray results to your consular interview.
- ❖ **X-RAYS AND PREGNANCY:** X-rays are an important component of the medical exam and generally everybody older than 15 must have them done. Nevertheless, if you are pregnant, you will have two options:
 - Make your doctor's appointment and at your own risk accept to have the x-rays taken in order to complete the medical exam. In this case it is absolutely necessary that you inform to the medical staff that you are pregnant.
 - Wait until your child is born to have the entire medical exam performed. If you choose this option, you need to contact the U.S. Embassy in Guatemala in order to reschedule your appointment for a date after your baby is born.
- ❖ **ADDITIONAL EXAMINATIONS AND TESTS:** In cases where it is necessary to perform additional laboratory tests or consultations with specialists, you will be responsible for any additional charges, including vaccinations.
- ❖ The physician will inform you of the results of the medical examination but only a Consular Officer can make the determination of whether the immigrant visa will be issued.
- ❖ **The medical examination is valid only from 3 to 6 months, depending on the results.**

Applicants can select any of the below approved Embassy's panel physicians to conduct the medical examination.

DR. SIDNEY HAGEN,
DR. THOMAS BUNGE y DR. JORGE MARIO FIGUEROA

12 Calle 1-25, Zona 10, Torre Norte Oficina 402
Edificio Géminis 10
PBX: 2427-2600 Fax: 2335-3565
HOURS: 8:00 a.m. - 1:00 p.m. and 3:00 p.m. - 6:30 p.m.
ccpgeminis10@gmail.com

DRA. IRIS CAZALI

4 Ave. 3-04, Zona 10
Tel: 2334-1743 / 2332-8066 / 23328070
HOURS: 10:00 a.m. - 3:00 p.m.
(Thursdays 3:00 p.m. - 6:00 p.m.)
Clinicazona10@yahoo.com.mx

The Department of State and the Centers for Disease Control and Prevention (CDC) have created new instructions for Panel Physicians regarding tuberculosis (TB) detection. These changes require that, depending on the applicant's age, some additional tests that were not previously required will have to be done. These tests can extend the time to get results by up to 48 hours. Please carefully read the following chart to see what tests are required for different age groups:

0 years - 2 years: These patients only need the general medical exam unless the doctor requires additional tests.

2 years - 14 years: In addition to the medical examination, all patients in this age group need a PPD test (tuberculin skin test). This test should be reviewed by the panel physician after 48-72 hours. The fee for this test is \$28.00. If the test result is positive, the patient will be required to have a chest x-ray. If the PPD test result is negative, the x-ray is not required. The PPD test can be done any weekday except Thursday.

15 years and older: In addition to the general medical exam, all patients need a chest x-ray. The PPD skin test is not required for this age group. If the medical exam and x-rays are normal, the results can be delivered on the same day.

Depending on the results of all the previous tests, additional tests may be required. The doctor will provide more information on any additional exams and associated costs.

If any of the previous tests show evidence of TB infection, the doctor will provide information on any necessary treatment. If this is the case, please do not come to the visa interview. The doctor will inform the Embassy about your results and a new appointment will be rescheduled whenever the treatment is completed.

Blood tests: All patients over 15 years old must provide a blood sample. After the examination is done, the physician will prepare a medical report. Please ask your physician's office when the report will be completed and make arrangements to pick it up before the visa interview appointment date. The report will be placed inside a sealed envelope and given to the applicant to present at the immigrant visa interview.

FEES

CHILDREN UNDER AGE 15:	Medical Examination	\$80 (or equivalent in Quetzals)
PERSONS AGE 15 OR OLDER:	Medical Examination	\$120 (or equivalent in Quetzals)

VACCINATIONS

The laws of the United States require that immigrant visa applicants obtain certain vaccines (listed below) before an immigrant visa can be issued to them.

As of July 1, 1997, all applicants for immigrant visas should submit evidence of having received the necessary vaccinations.

Prices are listed in Dollars, but you can pay the equivalent in Quetzals.

In order to assist the physician, and to avoid delays in the immigrant visa process, all applicants must bring their vaccination records for review by the physician at the time of their examination. If possible, applicants should obtain a copy of their vaccination record from their personal physician. ***Note: If you are bringing a vaccination card to the medical appointment, each recorded vaccination MUST be accompanied by the stamp and signature of the physician who performed the vaccination.***

If you do not have a vaccination record, the panel physician will discuss with you what vaccinations you need. Some vaccinations can be omitted at the discretion of the panel physician. Only the panel physician can determine what vaccines you need, taking into account your age, medical history, and your current medical condition.

VACCINE	AGE REQUIRED	PRICE
Hexavalente	2 months – 18 months	\$72
Prevenar (pneumococo)	2 months – 18 months	\$127
Rotavirus	2 months – 18 months	\$98
MMR	15 months – 64 years	\$24
Varicela *	1 year and older	\$84
Influenza	50 years and older	\$27
DTAP	5 years and older	\$47
Pneumo 23	50 years and older	\$39
Hepatitis A	12 months – 23 months	\$42
Hepatitis B*	0 to 18 years	\$32
Polio	2 months – 18 years	\$9
Meningococcal (MCV4)	11 years – 18 years	\$160

***NOT REQUIRED IF PREGNANT**