



IMMIGRANT VISA SECTION
AMERICAN CONSULATE GENERAL
MUMBAI, INDIA
EMAIL: infousmumbai@vfhelpline.com
WEBSITE: <http://mumbai.usconsulate.gov>

PACKET THREE – K3 VISA

Your non-immigrant K3 visa petition has been approved. 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 steps:

FIRST: Complete and return the enclosed Forms (Applicant Statement), DS-156 and Form DS-230 Part I by post to the American Consulate.

SECOND: Obtain the following documents on this checklist, which pertain to you. As you obtain each document, **check the box before each item and return this form to the above address. DO NOT SEND ANY DOCUMENTS TO THIS OFFICE. YOU ARE REQUIRED TO SUBMIT THE DOCUMENTS TO VFS AFTER YOU RECEIVE YOUR PACKET FOUR, PRIOR TO YOUR INTERVIEW DATE.**

PASSPORT: Each applicant must have a valid passport. The 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. The passport should reflect the correct name and date of birth of the applicant. The visa is issued in the name given in the applicant's passport. A female applicant does not compulsorily have to change her name to her married name. Those applicants whose passports are issued in their maiden names will have their visas issued in their maiden names. Applicants should bring all current and former/expired passports with them to the American Consulate for their interview.

PHOTOS:

- The photograph must be an unmounted full-face photo taken within the last six months. The photograph must be full front view, taken facing the camera – no side or angled views are acceptable.
- The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.
- The photograph must be colored and have only a plain white background. Photos with colored, dark or patterned backgrounds will not be accepted. Photos should be printed without borders.
- For persons wearing glasses, there must be no reflection around the eyes; photos with reflections will not be accepted. Head coverings are acceptable only due to religious beliefs and then only when the applicant's face is completely exposed. Photographs of applicants wearing tribal and other headgear not specifically religious in nature are not acceptable. Also photographs of military, airline and other personnel in uniforms are not acceptable.

APPLICATION FORMS: attached forms DS-156, Nonimmigrant Visa Application, two copies for each applicant. Separate forms should be completed for each applicant. When completing the form please include all names used by each applicant, including any names used in the past. In particular, married women must be sure to include their full name as used before marriage, after marriage, and any other aliases. Please use the exact spelling and name order indicated in the applicant's passport.

BIRTH CERTIFICATE: Original and photocopy. Each applicant must submit an original and a clear photocopy of his/her birth certificate. The certificate should include the applicant's name, date and place of birth, the names of both parents, and the seal of the issuing office; i.e., the municipal authorities. If your name is not mentioned in the birth certificate and if any details are missing in the birth certificate or if there is a discrepancy regarding your date of birth or name, submit the certificate along with secondary evidence.

Secondary evidence can be a baptismal certificate, an adoption decree, a school record, a notarized affidavit from a close relative (a parent, a close relative, a neighbor or friend who was present at the time of your birth) on the appropriate stamp paper, which must be sworn before a First Class Magistrate. The person making this affidavit must state how he/she knows your family and how he/she knows the facts of your birth. **Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.** If your birth was not recorded, please submit a "no record of birth registration" letter from the relevant municipality along with secondary evidence and if your birth record has been destroyed or the municipality authorities will not issue one, submit a letter from the municipality stating so along with secondary evidence.

Secondary evidence may be a baptismal certificate, an adoption decree, a school record, a notarized affidavit from a close relative (a parent, a close relative, a neighbor or friend who was present at the time of your birth) on the appropriate stamp paper, which must be sworn before a First Class Magistrate. The person making this affidavit must state how he/she knows your family and how he/she knows the facts of your birth. **Secondary evidence must have your name, date and place of birth; names of both parents; and the seal of the issuing office.**

Note: If any of these documents were issued in a regional language, a notarized English translation is required in addition to the original.

MARRIAGE CERTIFICATE: Any applicant who has ever married must provide an **original and a clear photocopy** of the marriage certificate(s) for all marriages. Persons who married before 1955 must attempt to register their marriage. Failing this, they must submit affidavits on appropriate stamp paper sworn before a First Class Magistrate indicating the names of the bride and groom, the date and place of the marriage ceremony. Persons married in 1955 and later must submit a marriage registration certificate. Certificates issued by the appropriate authorities are acceptable if they are legally valid in India. **If any of these documents were issued in a local language, a notarized English translation is required in addition to the original.** If you and your spouse are applying for visas, you should submit an original and two clear photocopies of each certificate.

TERMINATION OF PREVIOUS MARRIAGE: All applicants who have divorced or whose spouses have died must provide an **original and a clear photocopy** of proof of the legal termination of all previous marriages (death certificate of spouse, divorce decree). Divorce between Hindus and between Christians must be documented by a court order. A certificate from the Kazi or the head of the Jammatt must document divorce between Muslims. If any of these documents was issued in a local language, a notarized English translation is required in addition to the original.

PROOF OF RELATIONSHIP: We strongly suggest that all applicants bring extensive documentary evidence of the relationship between the petitioner and the primary beneficiary and between the primary beneficiary and any derivative beneficiaries. **Failure to do so could greatly delay your application while your application is investigated.** Some examples of such evidence are family and other photographs (old and recent) showing the parties' together, letters, cards, correspondence, and telephone records.

POLICE REPORT: Each applicant aged 16 years or older must submit a police certificate that includes information regarding the applicant, including all arrests, the reason for the arrest(s) and the disposition of such cases. The following list explains where applicants must obtain their police certificates.

(A) **Indian citizens residing in India:** Indian citizens residing in India for six months or more since turning 16 years of age must present Indian police clearance certificates from the local area passport office. This certificate is valid for one year from the date issuance.

(B) **Indian citizens currently residing outside of India:** If an Indian citizen who has lived in India for at least one year after the age of 16 currently resides outside India, he/she must obtain a certificate issued by the Indian Embassy or Consulate where he/she lives. This certificate is valid for one year from the date of issuance.

(C) **Non-Indian citizens residing in India:** Non-Indian immigrant visa applicants residing in India should obtain police certificates from the district police station serving their area of residence. This certificate is valid for one year from the date of issuance.

(D) **Indian and Non-Indian citizens who have resided outside of India:** Applicants who have resided in any other country for one year or more after the age of 16 may be required to submit police certificates for the other country. Applicants may inquire with our Immigrant Visa Unit regarding police certificates for these countries, by email at: infousmbai@vfshelpline.com. Applicants may also check the visa reciprocity table at www.travel.state.gov. Please note that U.S. police certificates are not required for applicants who have lived in the United States.

DEPORTATION: Any applicant who has been deported from the United States must submit all documents relating to the matter.

PRISON RECORDS: Applicants who have been convicted of a crime must submit court records, prison records, records regarding the disposition of the case and any additional information regarding the crime, regardless of the fact that he/she may have subsequently benefited from an amnesty, pardon or other act of clemency.

MILITARY RECORDS: A certified copy of any military record is required. The record should contain a complete record of the applicant's service and conduct while in service. It must show any conviction of crime before a military tribunal. A discharge certificate is required upon discharge, retirement, or resignation from military service.

AFFIDAVIT OF SUPPORT:

Each visa applicant needs to satisfy the consular officer that he/she will not become a public charge. The petitioner must provide an affidavit of support (form I-134). If the petitioner's income is not sufficient the applicant MUST submit the above documents from the petitioner along with the same documents from an additional sponsor willing to assume financial responsibility for the visa applicant. See the paragraph below for details regarding these documents.

- Form I-134.
- Documentary evidence that the petitioner/joint sponsor is a U.S. Citizen/U.S. Permanent Resident (e.g., clear photocopy of Naturalization Certificate or U.S. Passport/ both sides of green card, as applicable).
- Federal tax return (form 1040) or IRS Transcripts with all W2s and supporting schedules for the **most recent taxable year**.
- If the petitioner did not file a tax return, then the petitioner must provide a written explanation of why he/she had no legal duty to file the return.
- If the petitioner filed a late or amended tax return, he/she should submit evidence of it.
- If the petitioner does not have copies of his/her tax returns, an Internal Revenue Service (IRS) summary should be submitted.

FEES: The present “K” Visa application fees US\$350. All fees must be paid in rupees or dollars through a bank draft drawn on a nationalized or foreign bank in favor of - **The American Consulate General, Mumbai** and should be payable in Mumbai. We recommend that applicants check the current consular rate of exchange on our website <http://mumbai.usconsulate.gov/ivfees.html> or email infousmumbai@vfshelpline.com. **The exchange rate is subject to change without notice.**

Note: The above fees are separate from the fee charged when a nonimmigrant K3 visa petition, form I-129F is filed.

IMPORTANT

Please send your emails to **infousmumbai@vfshelpline.com**.

