

A STEP-BY-STEP GUIDE TO VISA RENEWAL PROCESS

Under certain conditions, applicants who are renewing a nonimmigrant visa are exempt from biometrics collection and visa interview, and do not need to schedule an appointment in the consular section.

This special exemption applies to applicants meeting ALL of the following qualifications:

- You are renewing a nonimmigrant visa
- The visa you are renewing must have been issued for the maximum validity period.
- Your previous visa expired less than one year ago
- You must have previously had your 10 fingerprints taken at the Consular Section
- Your old visa was issued in a red Serbian passport
- The place of birth and nationality in your old passport matches your current passport
- All biographic information is correct and the same as in the previous visa application

In order to courier-in your renewal package via DHL please visit [Official Visa Services of the United States of America](#) web site and follow the steps bellow:

Step 1	Click on "Before You Apply" in order to fill out the nonimmigrant visa electronic application DS-160. Make sure you select the correct trip purpose/visa class. Be sure to write down or remember your application ID as this information will be used later.
Step 2	"Official Visa Services of the United States of America" (Home page) - Click on "Create Account" in order to create an account with the system. You will be unable to pay your visa application fee or courier-in your renewal package via DHL without first creating an account.
Step 3	"Applicant summary page" - Click "Submit documents to consular section"
Step 4	"Select trip purpose page" - Choose "Non-Immigrant Visas" and then "Age requirement or renewing a visa". Read instructions and then click "Courier In – Special Age Exemption or visa renewal" and choose appropriate visa category. Click "submit".
Step 5	"Select consular section page" - Choose Belgrade and then click "submit"
Step 6	View "Visa Information page" for general visa information, specific visa application procedures and general application documents. Click "continue"
Step 7	"Primary Applicant Data Entry page" - Enter biographical information (based on information in the applicant's passport), including your DS-160 confirmation number. Click "submit"
Step 8	"Select Branch page" - Choose the DHL location where you would like to take your renewal package and pick-up your passport and documents if your visa is approved. Click "submit"
Step 9	"Applicant and Family Summary page" - If you are applying with family members you may add them on this screen. If not, click "continue."
Step 10	"MRV Fee Payment Instructions page" - Choose your method of payment for the MRV fee. If you choose credit card you may pay online and schedule your appointment immediately. If you choose to pay in cash at Banca Intesa, you will need to download the "Bank Deposit Slip PDF Cash" document. Click this link in order to download and print the deposit slip. Bring this slip, along with the correct amount of Serbian dinar, to any Banca Intesa location and pay your MRV fee. Click "continue" NOTE: If you pay in cash, it may take up to 2 days for the system to accept your receipt number.
Step 11	"MRV fee receipt page" - Once the fee payment has been made, log back into the system and repeat steps 3 – 10. , then enter your MRV receipt number. Click "submit"
Step 12	"Confirmation page" – Review information. Print this page and bring it with you, along with all other required documents, to the courier drop-off location.