



**Embassy of the United States of America
Consular Section, Immigrant Visa Unit
Bangkok, Thailand**

**INSTRUCTION PACKAGE FOR IMMIGRANT VISA APPLICANTS
(Packet 3)**

Dear Visa Applicant:

We have received approval to start processing your immigrant visa application. For U.S.-filed petitions, please follow instructions provided by the National Visa Center (NVC) because your case is proceeded by NVC at this stage. For locally-filed petitions (petitions filed with USCIS Bangkok Field Office), in order to prepare for your interview with the Consular Officer, please read the following instructions carefully.

FIRST:

- Complete your [DS-260 application](#) form and submit it online.
- Create your own personal profile at www.ustraveldocs.com/th OR call the U.S. visa service desk call center at 02 105 4110 (Mon-Fri 08:00-20:00) to get help establishing your profile. Each individual applicant needs a separate profile.
- Complete all personal information required by the system. **It is very important that you complete your mailing address correctly** as the visa will be sent to the applicant's mailing address on the profile.

SECOND:

- Obtain the documents on this list that apply to your case (list of documents attached).
- Put together all of the documents and mail the completed set of paperwork to the Immigrant Visa (IV) Unit at U.S. Embassy Bangkok for appointment scheduling.

Once your documents have been received and reviewed, our Immigrant Visa Unit staff will contact you to notify you of the next step in the visa application process and/or your appointment details.

*You must complete and sign Form DS-2001 (attached). One DS-2001 is required per petition. **Include an email address on the Form DS-2001** so the IV Unit can notify you in writing of the date of your interview.*

You must completely fill out all forms. If a question does not apply to you, write "Not Applicable." Do not leave questions blank. Incomplete or inaccurate documentation will delay visa processing.

Each document must be submitted in original and with a photocopy for each traveling applicant so that the original documents can be returned to you after the interview.

Return all the documents and forms immediately by mail to:

US Embassy
Consular Section, Immigrant Visa Unit
120-122 Wireless Road, Lumpini
Bangkok 10330

Submitting incomplete documents and forms will delay visa processing.

APPOINTMENT SCHEDULING: Most immigrant visa appointments are scheduled by NVC and applicants will directly receive their visa interview scheduling notice from NVC. Only U.S.-filed and locally-filed petitions that have been approved for expedite are scheduled by this IV Unit. When you have completed the previous steps, the IV Unit will e-mail you an Appointment Letter with the date of your visa interview. We schedule appointments as they become available. Once cases are considered documentarily qualified (and current for quota cases), visa interviews are scheduled in approximately two months later. However, the IV Unit cannot guarantee all interviews will be scheduled that quickly. Each visa category and case is different, and we cannot provide an exact timeline. Do not contact the IV Unit to ask when your appointment will be scheduled. You should only contact the IV Unit to notify us of the death of the petitioner or an accompanying family member, a change of marital status, the birth or adoption of a child, or a change of address/e-mail address.

To download forms, learn more about the visa process, or see if your appointment has been scheduled, please go to [Immigrant Visa Homepage](#) of [US Embassy Website](#).

Unfortunately, due to visa demand, the IV Unit is unable to answer email or telephone questions about appointment scheduling. Rather, please check our online appointment schedule, which is updated every month.

What should I do if my appointment has been scheduled, but I have not received my Appointment Letter?

We have moved all packages and forms to our website. If your appointment is listed on our website but you haven't received an Appointment Letter, please download an Appointment Packet from our website and follow the detailed instructions. You may schedule your medical appointment directly with the hospital and enter the Consular Section waiting room (on the scheduled date of your interview *only*) without your Appointment Letter.

The Consular Officer cannot determine whether you qualify for an immigrant visa until you formally apply and are interviewed. Therefore, you should **NOT** make any travel plans, quit your job, or sell your properties until you have physically received your visa. If approved, your visa will be mailed within 5 business days.

***** IMPORTANT NOTE FOR MARRIAGE-BASED VISA APPLICANTS *****

Marriage-based visa applicants must carefully read and understand the [Information on the Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa \(Thai version\)](#) before your visa processing.

WARNING

The Consular Section does not endorse or have a "special relationship" with any individual or business that offers advice or assistance with the visa process. No one can guarantee the issuance of a visa to you. All U.S. government forms are free. Beware: many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants.

Any document or information presented in connection with your immigrant visa application may be investigated. **Any attempt to misrepresent a material fact to the Consular Officer may make you permanently ineligible to obtain a visa.**

By law, an immigrant visa petitioner may be imprisoned for up to five years, fined up to \$250,000, or both for entering into a marriage contract for the purpose of evading any provision of US immigration laws. In addition, a petitioner may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting a petition.

Inquiries about visas can be made via: visasbkkiv@state.gov. Inquiries should include “IV Inquiry” and the case number (which usually begins with “BNK”) in the subject line. No inquiries will be accepted by telephone.

ENCLOSURES:

1. Pamphlet(s) in English (also, in [Thai version](#) for Thai applicants) on [Information on the Legal Rights Available to Immigrant Victims of Domestic Violence in the United States and Facts about Immigrating on a Marriage-Based Visa](#)
2. Form DS-2001, Notification of Applicant Readiness (one per petition)
3. List of Documents
4. Instruction for [Thai Police Clearance Certificate](#)

FORM DS-2001

NOTIFICATION OF APPLICANT READINESS

You, or your agent, may notify United States Embassy Bangkok 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.

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 Department of Homeland Security (DHS) with your petition.

Please fill out the information below in English and sign.

Case Number

Complete Name-Please Type or Print

IMPORTANT: AN E-MAIL ADDRESS IS REQUIRED TO RECEIVE THE APPOINTMENT LETTER:

E-mail Address: _____

Mailing Address

Applicant's Daytime Telephone

Applicant's Cellular Telephone

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 my visa interview.

Date

Signature

Return all the documents and forms immediately by mail to:

US Embassy, Consular Section, Immigrant Visa Unit
120-122 Wireless Road, Lumpini, Bangkok 10330

Submitting incomplete documents and forms will delay visa processing.

LIST OF DOCUMENTS

All documents not in English or Thai must be accompanied by certified English translations.

We can return most original documents that you also provide photocopies of.

Only photocopies of documents below must be sent to the IV Unit. One photocopy is needed for each traveling applicant. The original documents must be presented at the interview.

❑ **PASSPORT:** The passport must be valid for travel to the United States and have at least six (6) months of validity beyond the visa issuance date. An immigrant visa is issued in the same name which appears on the applicant's passport. If you have changed your name due to marriage and would like the visa to reflect the change, your passport must first be amended to include the new name but it is not required that you change your name. Your passport must also show your correct date and place of birth as indicated on your civil documents. Any discrepancies should be corrected by the relevant authorities prior to your interview.

❑ **PREVIOUS PASSPORT(S):** Applicants who have traveled outside of Thailand should present **all** previous passports or submit police reports for any lost or missing previous passports or visas.

❑ **BIRTH CERTIFICATES:** Birth certificates must contain the seal or signature of the official custodian to the record or show that it is an extract from an official record. If you or any children were adopted, you must also submit the final adoption decree. You must also submit birth certificates for all unmarried children under age 21, even if they are not applying for a visa.

Siblings (F4s): Applicants must present the birth certificates of both the petitioning sibling and the applicant.

Parents (IR5s): Must present the birth certificate of both the petitioning child and the applicant's own birth certificate.

❑ **UNOBTAINABLE BIRTH CERTIFICATES:** If an official birth certificate is not obtainable, present the best possible secondary identity evidence, such as a family register along with an ID card, a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from the applicant's parents.

Family-based case: DNA testing may be recommended to you at your expense if you fail to present sufficient evidence to establish your bona fide relationship with your petitioning relative.

❑ **NAME CHANGE CERTIFICATE(S):** Required if the petitioner, applicant, or applicant's parents or children have ever changed their first name or last name. Name change certificates are required for ALL name changes.

❑ **SINGLE STATUS CERTIFICATE(S):** **May** be required if the applicant is a single adult (age 17 or older), obtainable at the local district office (Thai Amphur).

❑ **MARRIAGE CERTIFICATES:** Both Petitioner and Beneficiary must present all of their official marriage certificates.

❑ **TERMINATION OF PREVIOUS MARRIAGES:** If either Petitioner or Beneficiary was previously married, they must provide proof of termination of that marriage (e.g. death certificate of spouse, final divorce decree or annulment).

Stepchildren cases: Your biological parent and the petitioner must present all marriage certificates and proof of the termination of any previous marriages.

❑ **OFFICIAL GRANT OF PERMANENT CUSTODY FOR MINOR CHILDREN:** Please bring an official grant of permanent custody of each child who will accompany you. Evidence of

permanent custody is also needed at the time of child's application if the child follows to live with the parent in the United States at a later date.

Please submit an official consent statement from the non-applicant parent granting **permanent** custody for each child to emigrate to and live permanently in the US with the traveling parent. More information on how to execute the consent can be found [here](#). If a statement of consent is not possible, we will accept a court order of sole custody.

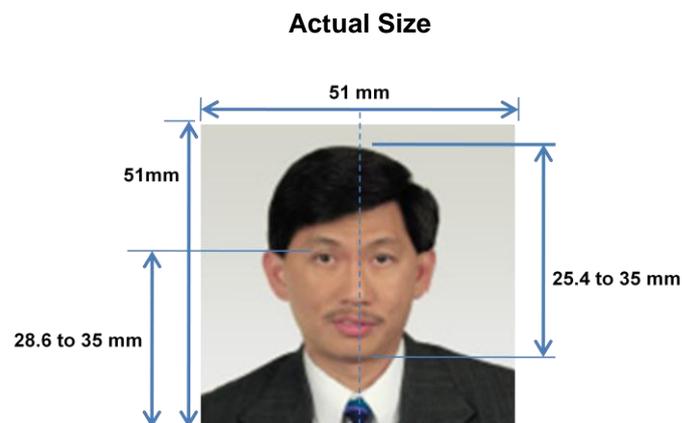
- ❑ **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, who have requested legal status extensions, who have changed US immigration status, who have applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documentation.

Original documents below must be sent to the IV Unit. You are encouraged to keep photocopies of these documents.

- ❑ **FORM [DS-260, Online Immigrant Visa Application](#):** To complete this online form, visit the [Consular Electronic Application Center \(CEAC\)](#) website and follow the directions on the website.
- ❑ **PHOTOGRAPHS:** Two (2) COLOR frontal view photographs for **each** applicant.

Photographs must meet the following requirements:

- Photos must be 2 x 2 inches (50 x 50 mm)
- Color photograph
- White background
- No borders
- Applicant must face the camera directly
- Applicant's face must cover at least 50% of the area of the photo
- Both ears must be visible
- No earrings
- No head covering
- Photo must be recent (taken no more than six months ago)
- Print name of applicant on the back of the photo



- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** Your Petitioner should present evidence that neither the principal applicant nor any dependent applicants (if applicable) will become a public charge in the United States. Applicants must present a Form [I-864, Affidavit of Support](#) signed by the Petitioner for each traveling applicant with a copy of the petitioner's tax return filing (Form 1040 or equivalent for the most recent tax year with evidence the form was filed with the US treasury), and an employment verification letter. Sponsors' income must meet the [Poverty Guidelines](#) at the time of Affidavit of Support filing. More instructions on how to file the form I-864 can be found [here](#).

- If your petitioner has submitted a Form [I-864](#) to the NVC, check to make sure the form and accompanying tax information is from the current year. If it is not, updated forms will be required to be presented at the interview.
 - **Note for Petitioners Residing Abroad:** In order to qualify as a sponsor, you must meet the domicile requirement. This means that you must show that you have maintained a residence within the United States or taken steps to reestablish your residence in the USA. More details on domicile can be found [here](#).
 - **E visa applicants (work-based)** should submit a notarized employment offer letter on the employer's letterhead stationery. A Form [I-134, Affidavit of Support](#) from the petitioner or a friend in the US may also be submitted to overcome public charge. However, when the petitioner is a business entity, a US citizen or lawful permanent resident (LPR) relative who has a significant ownership interest in the petitioning entity, the petitioner must submit a Form [I-864, Affidavit of Support](#), not I-134. The principal applicant should also sign a Form [I-134](#) for each dependent applicant. More instructions on how to file the form I-134 can be found [here](#).
 - **Diversity Visa applicants** are encouraged to submit a Form [I-134, Affidavit of Support](#) from a friend or family member in the United States. More instructions on how to file the form I-134 can be found [here](#).
- ❑ **POLICE RECORDS:** Each applicant aged 16 years or over is required to submit a certificate from the appropriate judicial or police authorities from the country of the applicant's nationality or current residence. See enclosed instruction for [Thai Police Clearance Certificate](#).
- ❑ **FOREIGN POLICE RECORDS:** Each applicant is required to submit a certificate from the appropriate judicial or police authorities from all countries (except for the United States) where the applicant has resided for twelve months or more since attaining the age of sixteen.
- For countries maintaining national police records, a certificate from the national police or judicial authorities must be submitted.
 - For countries not maintaining national police records, a certificate must be obtained from each locality.
 - 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 the length of residence.
 - Police records from certain countries are considered unobtainable. Instructions on how to obtain police certificates from other countries can be located [here](#).
- ❑ **COURT AND PRISON RECORDS:** Persons arrested or convicted of a crime for any reason in any country (including the United States) must present a certified copy and an English translation of each court conviction and any prison record, regardless of whether the charges were ultimately dropped, the applicant was found innocent, or benefited from an amnesty, pardon or other act of clemency.
- The section of law which indicates the maximum penalty and an English translation must be submitted with each court record.
- ❑ **MARITAL STATUS CERTIFICATE:** Required if you have a child born out of wedlock, without a registered the marriage. This letter must be issued by a legal authority (Amphur or Court).

Original documents below must be presented at the interview. No need to mail them to us at this stage.

- ❑ **EVIDENCE OF RELATIONSHIP:** In order to issue a decision in your case, the adjudicating officer must be convinced of your relationship with the petitioner. You must bring with you at the time of interview sufficient evidence that you have a legitimate, ongoing relationship with the person who has petitioned for you, such as photographs, letters, detailed phone records from telephone companies (prepaid phone cards are not acceptable unless they include detail of individual calls), e-mails, old household registries, and/or any other evidence that demonstrates your relationship with the petitioner over time. Failure to bring these items will delay your case or result in revocation of your petition. If the Consular Officer is not convinced of your relationship with the petitioner, he/she may require you to submit further evidence. Your spouse is not permitted to be present at the interview.

- ❑ **MEDICAL EXAMINATION:** You will receive [Medical Examination Instruction](#) in your Immigrant Visa Appointment Package later.

INSTRUCTION FOR THAI POLICE CLEARANCE CERTIFICATE

Thai police certificates are available from:

The Police Clearance Service Center
Building 24, Royal Thai Police Headquarters
Rama I Road, Pathumwan
Bangkok 10330
Tel: 0-2205-2168-9
Fax: 0-2205-1295
E-mail: pcscenter@royalthaipolice.go.th, pcsc.thaipolice@gmail.com

The office is open Monday to Friday (except public holidays) from 8:30AM – 4:30PM without lunch break. There is 100 Baht fee for the police clearance service and no express service or any extra charges.

DOCUMENTS REQUIRED FOR THAI POLICE CLEARANCE APPLICATION

APPLICANT RESIDING IN THAILAND

The applicant can contact Police Clearance Service Center in person with the following documents:

THAI NATIONAL APPLICANT

- Passport with one photocopy
- Thai ID card with one photocopy
- House registration with one photocopy
- In case of name or surname change, name or surname change certificate is required with one photocopy.
- Military service document (Sor Dor 8 or Sor Dor 43 or the certificate of completion of 3-year or 5-year reserve officer training course, either of which needed for Thai male who is over the age of 20 and Sor Dor 9 for applicant between the age of 17-19) with one photocopy.
- Marriage certificate or divorce certificate (if available) with one photocopy
- Requesting letter from the embassy of the country to which the applicant plans to travel. A notice from the US Embassy regarding your case (i.e. a packet 3 cover letter) can be used for this purpose.
- A photocopied passport of your American petitioner
- In case of a minor child applicant, the legal guardian has to be present to sign consent.

NON-THAI APPLICANT

- Passport with one photocopy
- Document(s) certify that the applicant is working, used to work or residing in Thailand.
- Thai working permit (if available) with one photocopy
- Requesting letter from the embassy of the country to which the applicant plans to travel. A notice from the US Embassy regarding your case (i.e. a packet 3 cover letter) can be used for this purpose.
- A photocopied passport of your American petitioner
- In case of a minor child applicant, the legal guardian has to be present to sign consent.

APPLICANT RESIDING ABOARD

The applicant can send a request by mail to the Police Clearance Service Center with above required documents and below additional documents:

- Two photographs (1 inch or 2 inches)
- Three sets of fingerprints. Fingerprints must be taken at local police or at the Thai Embassy or Consulate in your country together with the official seal and signature of the official taking the fingerprints.
- An envelope with pre-paid stamps and the applicant's address, to mail the certificate back to the applicant.

Note: Applicant must certify true copies of all documents. Do not mail original civil documents. Only certified photocopies are needed.

PROCESSING TIME

Applicants with no criminal record, or behavior endangering peace and order or security of the State, will receive a police clearance certificate within three weeks.

For more information, please visit this [website](#).

