



**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. In order to prepare for your interview with the Consular Officer, please read the following instructions carefully.

**FIRST:** Obtain the documents on this list that apply to your case (list of documents attached).

**SECOND:** As soon as you have obtained *ALL* the documents required to process your case, **you must send them to this office with a completed and signed** Form DS-2001 (attached). One DS-2001 is required per petition.

***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 document can be returned to you after the interview.**

**Include an email address on the Form DS-2001 so the IV unit can notify you in writing of the date of your 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:** When you have completed the previous steps, the Immigrant Visa (IV) Unit will e-mail you an Appointment Letter with the date of your interview. We schedule appointments as they become available. Although most immigrant visa appointments are scheduled in about two months, the IV unit cannot guarantee all interviews will be scheduled that quickly. Each visa category and case is different, and we cannot provide a 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 the Immigrant Visa Section of our website at [http://bangkok.usembassy.gov/immigrant\\_visas.html](http://bangkok.usembassy.gov/immigrant_visas.html)

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 haven't 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 normally be available for pick up at the Consular Section waiting room in two business days.

**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 or K visa application may be investigated by our Fraud Prevention Unit. **Any attempt to misrepresent a material fact to the Consular Officer may make you permanently ineligible to obtain a visa.**

**By law, an immigrant or K visa petitioner may be imprisoned for not more than five years or fined up to \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the 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 can be made via: [visasbkk@state.gov](mailto:visasbkk@state.gov). Inquiries should include "IV Inquiry" and the case number (which usually begins with "BNK") in the subject line.

**ENCLOSURES:**

Form DS-2001, Notification of Applicant Readiness (one per petition)  
List of Documents  
Instruction for Thai Police Clearance Certificate

## 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 or K visa interview.

### Document requirements

Please obtain the **original documents** or **certified copies** listed in **Instructions for Immigrant or K 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 EMAIL ADDRESS IS REQUIRED TO RECEIVE THE APPOINTMENT LETTER:**

**Email 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 or K 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 if you also provide photocopies.*

**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 to the United States should also present all previous passports.
- ❑ **BIRTH CERTIFICATES:** The birth certificate 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):** Must present birth certificates of both your petitioning sibling and yourself.
  - **Parents (IR5s):** Must also present the birth certificate of your petitioning child.
- ❑ **UNOBTAINABLE BIRTH CERTIFICATES:** If an official birth certificate is not obtainable, present the best possible secondary evidence, such as a family register along with an ID card, a baptismal certificate, hospital certificate, school records, and/or a notarized affidavit from your parents.
  - **Family-based case:** DNA testing may be required if you could not provide valid birth certificates to establish your bona fide relationship with your petitioning relative.
- ❑ **NAME CHANGE CERTIFICATE(S):** Required if you, the Petitioner, your parents or your children have changed their first name or last name any time. Name change certificates are required for ALL name changes, if the name has been changed more than once.
- ❑ **MARRIAGE CERTIFICATES:** Both Petitioner and Beneficiary must present all of their civil marriage certificates if available.
- ❑ **TERMINATION OF PREVIOUS MARRIAGES:** If either Petitioner or Beneficiary was previously married, please 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, if you have minor children 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.

Please submit an official consent statement from the other 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 from <http://photos.state.gov/libraries/thailand/591452/iv/consent0112.pdf>. If a statement of consent is not possible, we will accept a court order of sole custody.

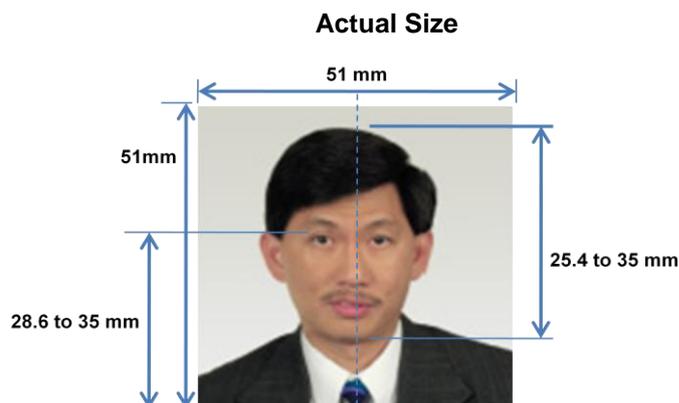
- ❑ **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security.

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

- ❑ **APPLICATION FORM DS-230, PART 1 and 2:** Downloadable from <http://www.state.gov/m/a/dir/forms/>
- ❑ **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 you nor your children (if applicable) will become a public charge in the United States. A Form I-864 (Affidavit of Support) signed by Petitioner for each traveling applicant can be submitted with a copy of Petitioner's proof of US citizen or legal permanent resident status in the US, an employment letter and a copy of Petitioner's tax return (Form 1040) for the most recent tax year. Sponsors' income must meet the [poverty guidelines](#) at the time of Affidavit of Support filing.

- Form [I-864](http://www.uscis.gov) is downloadable from <http://www.uscis.gov> (Immigration Forms)
  - If your petitioner has submitted a Form I-864 to the NVC, only new evidence of updated income and/or tax return should be submitted.
  - **Note for Petitioners who Reside 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 USA or taken steps to reestablish your residence in the USA. Please see the embassy website [http://bangkok.usembassy.gov/immigrant\\_visas/domicile.html](http://bangkok.usembassy.gov/immigrant_visas/domicile.html) for more details.
  - **E visa applicants (work-based)** should submit a notarized employment offer letter on the employer's letterhead stationery. A Form I-134 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 U.S. 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, not I-134. The principal applicant should also sign a Form I-134 for each dependent applicant.
  - **Diversity Visa applicants** are encouraged to submit a Form I-134 from a friend or family member in the US.
  - Form [I-134](http://www.uscis.gov) is downloadable from <http://www.uscis.gov> (Immigration Forms)
- ❑ **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. Follow this link for instructions on how to obtain police certificates from other countries: <http://travel.state.gov/visa/reciprocity/index.htm>
- ❑ **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 record and any prison record, regardless that the charges were dropped, the applicant was found innocent, or may have 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 along with each court record.

- ❑ **MARITAL STATUS CERTIFICATE:** Required if you have a child born out of wedlock, without a registered marriage. An example of this form can be downloaded from [http://photos.state.gov/libraries/thailand/591452/iv/marital\\_status\\_cert.pdf](http://photos.state.gov/libraries/thailand/591452/iv/marital_status_cert.pdf). This letter must be issued by a legal authority (Amphur or Court).

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

- ❑ **EVIDENCE OF RELATIONSHIP:** In order to process your case, the 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 relationship with the person who has petitioned for you, such as photographs, letters, detailed phone records from telephone companies (phone cards not acceptable), 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. If the Consular Officer is not convinced of your relationship with the petitioner, he/she may require you to submit further evidence. Your fiancé (e)/spouse is not permitted to be present at the interview.
  
- ❑ **MEDICAL EXAMINATION:** You will receive instructions regarding medical examination procedures in your Immigrant Visa Appointment Package.

## **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

Phone numbers: 0-2205-2168-9

Fax: 0-2205-1295

E-mail: [pcscenter@royalthaipolice.go.th](mailto:pcscenter@royalthaipolice.go.th)

The office opens Monday to Friday (Except Public Holidays), from 8:30AM – 4:30PM without lunch break. There should be no fee for the police clearance service.

### **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.
- 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.

#### **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 fingerprint.
- An envelope with pre-paid stamps and 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**

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

For more information, please visit: <http://www.pcscenter.sb.police.go.th/service.php>

