



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

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

Dear Visa Applicant:

Your immigrant visa (IV) case has been approved for further processing. ***Please review the detailed guidance provided in this instruction packet to ensure your application is complete.***

Important Note: Applications incomplete at the time of the visa interview will result in a minimum 10 -15 business-day delay in adjudication. Therefore, you should **NOT** make any travel plans, quit your job, or sell your property until you have physically received your passport and U.S. immigrant visa.

To learn more about the following visa processes at U.S. Embassy Bangkok, including [downloading forms](#) and [Frequently Asked Questions](#), please visit our [Immigrant Visa Homepage](#) at the [US Embassy Bangkok website](#).

- Sending Required Documents
- Completing the DS-2001
- IV Mailing and Contact Information
- Tracking Your Case
- Appointment Scheduling and Visa Interview

***** 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 may be issued.

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 U.S. 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.

NECESSARY FORMS AND DOCUMENTS - CHECKLIST

Prepare the necessary forms and documents that pertain to you on the following checklist. Make sure to **bring the original/certified copy of all the documents with you to submit at your visa interview. All documents not in English must be accompanied by certified English translations.** Note that a consular official may request additional information or documents at any time.

SUBMIT PHOTOCOPIES ONLY OF THE FOLLOWING DOCUMENTS

Photocopies should be black-and-white photocopies.

The original/certified copies must be presented at the interview.

- ❑ **PASSPORT:** The passport must be valid for travel to the United States and have at least eight (8) months of validity beyond the visa issuance date. Your immigrant visa will be issued in the same name which appears on your passport regardless of how your name is listed on the petition. Any discrepancies should be corrected by the relevant authorities prior to your interview.
- ❑ **BIRTH CERTIFICATES:** Birth certificates must contain the seal or signature of the official custodian of the record or show that it is an extract from an official record.
 - **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 birth certificate.

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.

- ❖ **UNOBTAINABLE BIRTH CERTIFICATES:** If an official birth certificate is not obtainable, applicants should submit a Certificate of Birthplace, their Household Registration, and their Thai National ID card as secondary evidence. Individuals born outside of Thailand should refer to their country of birthplace in the [Reciprocity Schedule](#) to determine what is acceptable secondary identity evidence.

❑ **ADOPTION CERTIFICATE(S) (IF APPLICABLE)**

- ❑ **NAME CHANGE CERTIFICATE(S):** Required for all name changes if the petitioner or applicant (and applicant's parents or children in stepparent-stepchildren cases) have ever changed their first name or last name. A Certificate of Same Person issued by the local district office (Thai Amphur) listing all names since birth may be submitted in lieu of individual name change certificates.

- ❑ **MARRIAGE CERTIFICATES:** Both the petitioner and applicant must present legal marriage certificates for all prior and current marriages.

- ❑ **TERMINATION OF PREVIOUS MARRIAGES:** If either the petitioner or applicant were previously married, they must provide proof of legal termination of that marriage (e.g. death certificate of spouse, final divorce decree or annulment).

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

- ❑ **MARITAL STATUS CERTIFICATE(S) (หนังสือรับรองสถานภาพการสมรส) (also known as the Single Status Certificate):** F11 and F24 visa category applicants should submit a marital status

certificate. Obtainable at the local district office (Thai Amphur), it should state that the local district office completed a review of the Family Registration Database.

- ❑ **OFFICIAL GRANT OF PERMANENT CUSTODY FOR MINOR CHILDREN:** Please submit an [official grant of permanent custody](#) for each child who will accompany you. When legal custody is shared between two parents, please submit an [official consent statement](#) from the non-petitioning/non-applicant parent granting **permanent** custody for each child to immigrate to and live permanently in the United States with the traveling parent or 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 U.S. immigration status, who have applied for asylum, been deported, or granted voluntary departure from the United States must submit all relevant documentation.

SUBMIT ORIGINALS OF THE FOLLOWING DOCUMENTS

You are encouraged to retain photocopies of these documents.

- ❑ **DS-2001:** Print out and complete this form from our [website](#).
- ❑ **CONFIRMATION PRINTOUT OF FORM DS-260: [Online Immigrant Visa Application](#):** To complete this online form, visit [Consular Electronic Application Center \(CEAC\)](#) and follow the directions on the website.
- ❑ **PHOTOGRAPHS:** Two (2) COLOR frontal view photographs for **each** applicant. Please review [photo requirements](#).
- ❑ **CONFIRMATION PRINTOUT OF GLOBAL SUPPORT STRATEGY (GSS) REGISTRATION:** Each applicant must create his/her own profile and register his/her mailing address with the GSS system at [www.ustraveldocs.com/th](#).
- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** Your petitioner must present evidence that neither the principal applicant nor any dependent applicants (if applicable) will become a public charge in the United States. The petitioner's income must meet 125% of the [Poverty Guidelines](#). Detailed information about the different forms required for the different types of visa applicants is available at our [website](#).
 - Immediate relative (CR/IR) and family preference (F) cases: An **original I-864** (or I-864EZ along with a copy of the W-2 filed with the income tax returns, if applicable) signed by the petitioner must be submitted with his or her **most recent federal income tax return** or [tax transcript](#).
 - If the petitioner's income does not meet the poverty income guidelines, the petitioner may have a joint sponsor. The joint sponsor must submit an **original I-864 signed by the joint sponsor** along with his or her **most recent federal income tax return** and **proof of his/her U.S. citizenship or legal permanent resident status**. (Note that the petitioner must still submit complete financial support documentation even if a joint sponsor is being used.)
 - If a petitioner's or joint sponsor's tax return was jointly filed with his/her spouse, submit evidence of the petitioner's or joint sponsor's individual income (e.g. W-2) OR his/her spouse should submit an **original I-864A** and **proof of U.S. citizenship or legal permanent resident status**.
 - If the petitioner was exempt from filing a tax return, the petitioner should submit an IRS Verification of Non-filing obtainable at <http://www.irs.gov/Individuals/Get-Transcript>.

- **E Visa applicants (employment-based):** An original job offer letter signed by the petitioning company on their company letterhead and issued within 6 months of your interview should be submitted. Form I-864 is not required unless a relative is the petitioner or has a 5% or more ownership interest in the petitioning business.
 - **Diversity Visa applicants** should submit a Form I-134 for himself/herself (including any dependents also moving with the DV winner) along with evidence of financial resources to support his/her transition to the United States. For applicants with limited financial resources, an I-134 completed by a friend or family member in the United States with evidence of his/her financial resources and proof of U.S. citizenship or legal permanent resident status may be provided in support of his/her own I-134.
 - **Note for Petitioners Residing Abroad/Domicile:** For petitioners who have been residing outside of the United States, you must meet the domicile requirement in order to qualify as a sponsor. To do so, you must demonstrate that you have maintained continuing ties to the United States and/or taken steps to reestablish your residence in the United States. Information about your planned return to the United States, including a six-month timeline and evidence of your efforts to reestablish your residence, should be provided. More details on domicile can be found [here](#).
- ❑ **POLICE RECORDS:** Each applicant aged 16 years or older must submit a police certificate from (1) the police authorities of each locality of the country of the applicant's nationality, (2) country of residence at the time of visa application if the applicant has resided there for at least 6 months, (3) from all other countries where the applicant has resided for at least 12 months, and (4) from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. Please see [Thai Police Clearance Certificate](#) for more information.
- ❑ **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. Police records vary in type and availability depending on the country. Applicants should obtain police certificates that include fingerprint checks and should review information available in the [Reciprocity Schedule](#).
- 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.
- ❑ **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 for which the applicant was found guilty and which indicates the maximum penalty should be submitted along with certified English translations for each record.
- ❑ **MILITARY RECORDS:** Applicants should submit certified copies of all military service records along with certified English translations.

ORIGINAL DOCUMENTS BELOW MUST BE PRESENTED AT THE INTERVIEW

These do not need to be mailed to the IV unit at this stage, however we strongly recommend gathering this information in anticipation of your interview.

- ❑ **PREVIOUS PASSPORT(S):** Applicants should present **all** previous passports or submit police reports for any lost or missing previous passports or U.S. visas, particularly passports containing other U.S. visas or that were used to travel to the United States.

- ❑ **EVIDENCE OF RELATIONSHIP:** The visa applicant is required to provide evidence of his/her relationship with the petitioner at the interview (excluding employment-based applicants). Such evidence includes photographs, letters, emails, and/or any other evidence that demonstrates your relationship with the petitioner. Note that petitioners are not permitted to be present at the interview and **failure to submit evidence will delay your case.**

- ❑ **MEDICAL EXAMINATION:** The IV unit will send you detailed information about [Medical Examination Instructions](#) in your Immigrant Visa Appointment Packet (Packet 4) once your Packet 3 is processed. Because the validity period of your visa is tied to the medical exam's expiration date, applicants are cautioned not to schedule appointments too soon resulting in the medical exam expiring before the applicant's desired travel period.