# INSTRUCTIONS FOR DIVERSITY VISA APPLICANTS

To assist in providing the most efficient customer service and to expedite your diversity immigrant visa processing, the Consular Section of the U.S. Embassy in Ankara uses a pre-appointment document screening system.

**To process a diversity immigrant visa, beneficiaries are required to courier their documents via United Parcel Service (UPS) to the U.S. Embassy in Ankara at least 15 days before their appointment date.** As UPS services are not available in Iran, applicants in Iran may send their documents to our office by any reliable courier service.

The local UPS phone number is **(312) 444 0033**. The address is U.S. Embassy, Immigrant Visa Unit, 110 Ataturk Boulevard Kavaklidere, Ankara 06100 Turkey.

There are no other alternatives for submitting diversity immigrant visa documentation. You should follow the instructions below and submit the required forms via UPS.

**STEP 1** Obtain required documents listed.

**STEP 2** Contact your local UPS office (or any reliable courier service if there are no UPS in your country) and courier the documents listed in paragraph **"REQUIRED DOCUMENTS"**

## REQUIRED DOCUMENTS

1. **FULL PHOTOCOPY OF PASSPORT**: Full photocopy of passport must be provided for each applicant. The beneficiary's 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. Children may be included in a parent's passport, but, if over the age of 16, they must have their photograph attached to the passport. **Please do not send your original passport.** You must present your passport at the interview date.

2. **DIPLOMA**: A copy of the last diploma of the principle applicant is required. If the principle applicant is not a high school graduate he/she must provide the proof of his/her employment during the last five years.

3. **BIRTH CERTIFICATES**: The birth certificate document required from Turkish applicants is called "Nufus Kayit Ornegi". It is obtained from any vital statistics office in Turkey. Please send our office the original of this document with the wet seal of the vital statistics office and it must be originally signed. Applicants born in a country other than their country of citizenship must present a birth-certificate from the country in which they were born. Iranian applicant are required to submit a copy of their "Shenasname" and Iraqi applicants are required to submit a copy of their "Hawiat Al Ahwal Al Madniya" with their original English translations. Iranian applicants are required to submit their National ID cards, "Cart e Meli" in addition to their birth certificates. Iraqi applicants are also required to submit their National ID cards, "Shahadat Al Jinsiya Al Iraqiya".

   Please do not send the originals of the Iranian and Iraqi birth certificates and ID cards to our office. Copies with original translations will be sufficient before the interview. Original documents will be required at the time of final interview.

4. **MARRIAGE CERTIFICATE**: Two full photocopies of your Turkish marriage certificate is required (one copy for each spouse). If the marriage took place in a country other than Turkey or US, a certified English translation of the foreign marriage certificate is also required**.**

5. **DIVORCE DECREE OR DEATH CERTIFICATE**: If you were married previously, provide a copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or US, a certified English translation of the foreign divorce decree is also required. For divorces that took place in the U.S. or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.

6. **FINANCIAL DOCUMENTS:** Please see the following pages for evidence which may be presented to meet the public charge provisions of the law. **Financial documents must be prepared as one set for each family member.**

7. **POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER**: Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from Iran are not required. Police Certificates from Turkey are known as **"ARSIV KAYITLI ADLI SICIL KAYDI" (It is mandatory that they come with the archive records).**

8. **MILITARY CARD: For Iranian applicants only. If you have ser**ved the Iranian military, please provide a copy and English translation of your military card. If you are exempt from the service please provide a copy and English translation of your military service exemption card. Originals of these documents will be required at the time of final interview**.**

9. **COURT AND PRISON RECORDS**: Persons convicted of a crime must obtain a copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty. Originals of these documents will be required at the time of final interview.

10. **OTHER COURT DOCUMENTS:** Copies of court records regarding name changes, age ammendments, adoption and similar subjects must also be submitted. Originals of these documents should be submitted at the time of interview.

11. **CONTACT INFORMATION**: Please fill out the contact form provided in this packet.

12. **TRANSLATION**: All documents not in English or Turkish must be accompanied by a certified English translation. Translations from a swarn translator do not need to be notarized.

13. **UPDATED FORMS:** If there has been any change in the information you provided on the DS-230 Part 1, Part 2 and DSP-122 forms, please send updated forms to our office.

**14. PHOTOS:** Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:

The applicant must submit two full-face photo, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.

The face should cover about 50 percent of the area of the photo.

Photos must be taken against a white background.

Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.

The photograph must clearly identify the applicant. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.

Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.

Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film, which requires standard processing.

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Addresses and phone numbers of photo studios familiar with immigrant photo requirements are included for your convenience. Photos that meet these requirements can be taken at any photo studio

**SAMPLE IV PHOTO**

**Ankara:**

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| **FOTO İZCİ COLOR**<br>Arjantin Cad. 40/C<br>G.O.P., Ankara<br>Tel: (312) 426-1536 | **ÖZGÜN FOTO**<br>Güvenlik Cad. 33/11 - C<br>A.Ayrancı, Ankara<br>Tel: (312) 466 4364 |
| **GÜVEN COLOR**<br>Güvenlik Caddesi, 69/A,<br>A. Ayrancı, Ankara<br>Tel: (312) 427-5252 | **FOTO AKAY**<br>Akay Caddesi, Konur Sokak 75/E,<br>Bakanlıklar, Ankara<br>Tel: (312) 418-7173 |
| **ROYAL COLOR**<br>Güvenlik Caddesi 105/A OR Güvenlik Caddesi 34/A<br>A. Ayranci, Ankara A. Ayranci, Ankara<br>Tel: (312) 467-1645 Tel: (312) 426-2751 | |

**İzmir:**

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| **STUDYO ALKIM**<br>Şair Esref Bulvarı 47/A, Alsancak, İzmir<br>Tel: (232) 421-8283 | **FOTO GÜVEN**<br>Yalı Caddesi 230/1<br>Karşıyaka, İzmir<br>Tel: (232) 323-6667 |

**İstanbul:**

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| **TURGAY AKDEMIR FOTOGRAF SUTUDYOSU**<br>Istinye Mah. Kaplicalar Cad. No: 7<br>Istinye-Sariyer, ISTANBUL<br>Tel: (212) 323 3733 – 323 37 34<br>turgayakdemir@amerikanhikayesi.com<br>www.amerikanhikayesi.com | **FOTO STÜDYO NOBEL**<br>İstiklal cad. Postacılar Sok. No:1 Tünel, Beyoğlu<br>Tel: (212) 249 2337 |
| **ALTINTÜRK FOTOĞRAF STÜDYOSU**<br>İstiklal Cad. No: 388/5 Tünel, Beyoğlu,<br>İstanbul, Tel: (212) 293 8252 | **HİTİT DANIŞMA**<br>İstinye Mahallesi, Kaplıcalar Mevkii<br>No:9 İstinye, İstanbul<br>Tel: (212) 323 4214 |
| **TURGAY AKDEMIR FOTOĞRAF STÜDYOSU**<br>İstinye Mahallesi,<br>Kaplıcalar Mevkii No: 5/1 İstinye, İstanbul, Tel: (212) 323 3733 | |

**Adana:**

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| **FOTO SEVİL**<br>Kurtuluş Mh. 10 Sk.<br>Dr. Cemil Öztekin Apt. Altı<br>No. 12/A, Adana<br>Tel: (322) 453 4411 | **FOTO SKOP**<br>Vali Yolu Cad.<br>Vizon Apt. No. 3/C<br>Adana<br>Tel: (322) 454 1803 |

## PROCESSING OF DIVERSITY IMMIGRANT VISAS

Upon receipt, each application will be reviewed. Failing to provide the required documentation will cause delay in processing your visa during the interview date. Applicants who received an appointment letter from the Kentucky Consular Center (KCC) should arrive promptly for their scheduled interview.

## INTERVIEW

1. **FEE:** The special Diversity Immigrant Visa processing fee is $330.00 per person. The payment may be made in cash or by credit card to the consular cashier. Visa, MasterCard, American Express, Novus/Discover and Diners cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.

2. **MEDICAL REPORT:** Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy to administer the examination. Beneficiaries are responsible for making their own arrangements for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. **Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. **Do not bring x-ray film to the Embassy.**

3. **ORIGINAL DOCUMENTS:** Please submit your originals such as passport, diploma, marriage certificate, divorce decrees, court documents or Iranian military exemption documents to our office during your interview. Originals of obtainable documents such as the Turkish birth certificate (Nüfus Kayıt Örneği), police certificates or original English translations should be sent to our office before the interview.

## AFTER THE INTERVIEW:

After your personal application, if your file is complete, your visa will be issued within 10 business days and sent to your address in Turkey by UPS.

Some Turkish applicants and all Iranian applicants require extensive administrarive processing prior to issuance of the visa. This process generally takes 6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

**If an administrative processing is required**, the beneficiary may be required to return to the Embassy after the process has been completed. The Embassy will request and receive the administrative process results for the applicant from the United States. We recommend that applicants return home while they wait for the completion of the process. Once the administrative processing is completed the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your process is completed. Applicants who are not Turkish citizens will need to return to the U.S. Embassy in Ankara once their number appears on the site. After you present yourself at the Embassy, if your application is complete, your visa will be sent to you at your address in Turkey within ten working days.

While waiting for the administrative process to be complete, your medical examination may expire. In that case, you will need to renew the medical examination.

The validity of your immigrant visa will be limited with the validity of your medical report. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

**MOST IMPORTANT**

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

**IMPORTANT:** Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

**CONTACT INFORMATION:**

**Website** **:** http://turkey.usembassy.gov

**INSTRUCTIONS FOR MEDICAL EXAMINATION**

All intending immigrants are required to undergo a medical examination by one of the medical doctors or clinics on the following list. The physicians will provide the necessary medical examination forms. Please visit only one of the authorized physicians on the list. You must have your passport and two passport size photograph along with your case number with you in order to complete the medical exam. Make sure that your medical examination is completed **BEFORE YOUR APPOINTMENT DATE** and bring the results of the examination on your appointment date. We suggest that you make arrangements for your medical examination at least THREE or FOUR days prior to your appointment date. You do not need to bring your X-Ray to your visa interview. If you suffer from a chronic illness, have been treated for any disease or are under psychiatric care, doctors recommend you to present your medical file during examination.

**IMPORTANT NOTE**: Applicants ages two (2) years to fourteen (14) years of age (from 2nd birthday until reach 15th birthday) must undergo the medical examination at least four (4) work days prior to their scheduled appointment at the Consulate. Failure to do so may result in processing delays or rescheduling of initial appointment.

## MEDICAL EXAMINATION AND VACCINATION FEES

Charges for the physical examination and other required tests are to be paid by the visa applicant. Fees are approximately as follows: blood tests $25.00; chest x-ray $45.00; physician $70.00. Each vaccination fee varies from $5.00 to $200.00 depending on age and vaccines required.

| Medical Doctors & Hospitals | Addresses | Phone Numbers | Working Hours |
|---|---|---|---|
| **Dr. Mehmet Ungan** | Atatürk Bulvarı 237/45 | +90-312- 427-6626 | Weekdays 09:00-19:00 |
| **Dr. Handan Ungan** | Kavaklıdere, Ankara | +90-532-245-1388 | Saturdays 10:00-17:00 |

For an appointment, please click on: www.doctorun.com
mungan@duzen.com.tr

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| **American Hospital** Check-up department, 2nd floor www.americanhospitalistanbul.com | Güzelbahçe Sokak Nişantaşı, İstanbul | + 90-212-311-2501 +90-212-311-2502 +90-212-311-2000 | For appointment please call between Weekdays 08:00-18:00 Saturdays 08:00-13:00 |

**The validity of your visa will be limited with the validity of your medical report. Medical reports classified as "Class B (TB)" are valid for 3 months from the date the doctor signed the report. All other medical reports classified as "No apparent decease or defect" are valid for 6 months after the doctor's signature date. If your case is subject to further administrative processing, or if the processing of your file is delayed due to missing documents, the medical report may expire before your visa is issued. In that case, you would be required to renew the examination and submit an updated medical report to our office before you receive your visa.**

## VACCINATION REQUIREMENTS

United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

***Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis A, Hepatitis B, Varicella, Pneumococcal, Influenza, Rotavirus, Meningococcal.***

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

## POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you was arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

**Police certificates are required from Turkey.** Turkish nationals should contact the closest "Cumhuriyet Savcılığı" (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as "Adli Sicil Kaydı". **IMPORTANT:** ***When requesting the police certificate (adli sicil kaydi), applicants must specifically request that both the current and archived records be shown on the document.***

**Police certificates are not required from Iran** or any country on the following list:

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| **AFGHANISTAN** | **IRAN** | **SOMALIA** |
| **BANGLADESH** | **LIBYA** | **SUDAN** |
| **BULGARIA** | **MEXICO** | **TAJIKISTAN** |
| **CAMBODIA** | **MONGOLIA** | **TOGO** |
| **CHAD** | **NIKARAGUA** | **TONGA** |
| **EQUATORIAL GUINEA** | **SIERRA LEONE** | **UNITED STATES OF AMERICA** |
| **HAITI** | | |

**Police certificates from these countries are available only to persons physically present in the country who apply in person:**

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| **ALBANIA** | **GUATEMALA** | **NAMIBIA** |
| **BARBADOS** | **INDIA** | **PARAGUAY** |
| **ECUADOR** | **JORDAN** | **RWANDA** |
| **ERITREA** | **KUWAIT** | **UNITED ARAB EMIRATES** |
| **ETHIOPIA** | **MOZAMBIQUE** | **YEMEN** |

**Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:**

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| **COSTA RICA** | **KOREA** | **SRI LANKA** |
| **FIJI** | **NETHERLANDS** | **TURKMENISTAN** |

# EVIDENCE WHICH MAY BE PRESENTED TO MEET THE PUBLIC CHARGE PROVISIONS OF THE LAW

## GENERAL

The Immigration and Nationality Act requires an applicant for a visa to establish to the satisfaction of the consular officer at the time of application for a visa, and also to the satisfaction of the United States immigration official at the time of application for admission to the United States, that he or she is not likely at any time to become a public charge.

An applicant for an immigrant visa may generally satisfy this requirement of the law by the presentation of documentary evidence establishing that:

1. The applicant has, or will have, in the United States personal funds sufficient to provide support for the applicant and dependent family members, or sufficient to provide support until suitable employment is located;
2. The applicant has arranged employment in the United States that will provide an adequate income for the applicant and dependent family members;
3. Relatives or friends in the United States will assure the applicant's support; or
4. A combination of the above circumstances exists.

## APPLICANT'S OWN FUNDS

An applicant who expects to be able to meet the public charge provisions of the law through personal financial resources may submit to the consular officer evidence of funds or income from one or more of the following sources:

1. Statement from a senior officer of a bank showing present balance of applicant's account, date account was opened, the number and amount of deposits and withdrawals during the past 12 months, and the average balance during the year (if there have been recent unusually large deposits, an explanation should be given);
2. Proof of ownership of property or real estate, in the form of a title, deed or the equivalent, and a letter from a lawyer, banker or responsible real estate agent showing its present value (any mortgages or loans against the property must be stated);
3. Letter or letters verifying ownership of stocks and bonds, with present market value or expected earning indicated;
4. Proof of income from business investments or other sources.

If the financial resources are derived from a source outside the United States, a statement as to how the funds or income are to be transferred to the U.S. must be provided.

## EMPLOYMENT

An applicant relying on an offer of prearranged employment to meet the public charge provisions of the law should have the prospective employer submit a notarized letter of employment on the letterhead stationery of the employing business. The letter should:

1. Contain a definite offer of employment;
2. Give a description of the job offered to the alien and an explanation of skills, which qualify alien for the position;
3. State the rate of compensation to be paid and, if pertinent, additional information detailing other benefits to be included in lieu of cash payment;
4. Specify the location, type, and duration (whether seasonal, temporary, or indefinite) of the employment offered; and
5. Specify State whether the employment will be immediately available upon the applicant's arrival in the United States.

# AFFIDAVIT OF SUPPORT

Persons in the United States who desire to furnish sponsorship for an applicant in the form of an affidavit of support should use Form I-134, Affidavit of Support, available from the USCIS offices or the following web site: http://www.uscis.gov/files/form/I-134.pdf. Sponsors may also elect to furnish a statement in the form of an affidavit sworn to before a notary public or other official competent to administer an oath, setting forth his or her willingness and financial ability to contribute to the applicant's support and reasons, in detail, for sponsoring the applicant.

The sponsor's affidavit should include:

1. Information regarding his or her annual income;
2. Where material, information regarding his or her other resources;
3. Obligations for the support of members of his or her own family and other persons, if any;
4. Other obligations and expenses;
5. Plans and arrangements made for the applicant's reception and support;
6. An expression of willingness to deposit a bond, if necessary, with the USCIS to guarantee that the applicant will not become a public charge in the US; and
7. An acknowledgement that the sponsor is aware of his or her responsibilities under the Social Security Act, as amended, and the Food Stamp Act, as amended; that the affidavit and supporting documentation may be made available to a public assistance agency. (The provisions of the above laws are contained in form DS-1858, Sponsor's Financial Responsibility Under the Social Security Act, and printed in Part III of the instructions for Form (I-134)

The sponsor should include in the affidavit a statement concerning his or her status in the United States. If the sponsor is an American citizen the affidavit of should indicate the date of naturalization, the name and location of the court, and the number of the sponsor's certificate of naturalization. If the sponsor is an alien who has been lawfully admitted into the United States for permanent residence, he or she should state in the affidavit the date and place of admission for permanent residence and the alien registration number which appears on his or her Alien Registration Receipt Card.

To substantiate the information regarding income and resources the sponsor should attach two or more of the following items to the affidavit:

1. Copies of his or her latest federal income tax return;
2. A statement from his or her employer showing salary and the length and permanency of employment;
3. A statement from an officer of a bank regarding his or her account, the date the account was opened, and the present balance;
4. Any other evidence adequate to establish financial ability to carry out his or her undertaking toward the applicant for what might be an indefinite period of time.

If the sponsor is well established in business, he or she may submit a rating from a recognized business rating organization in lieu of the foregoing. If the sponsor is married, the affidavit of support should be signed jointly by both the husband and wife. Affidavits of support should be of recent date when presented to the consular officer. They are unacceptable if more than one year has elapsed from the date of execution. A sponsor may prefer to forward his or her affidavit of support directly to the consular office where the application will be made, in which event the contents will not be divulged to the applicant.

**Note: An applicant who expects to meet the public charge provisions of the law through the presentation of an affidavit of support is encouraged to forward this information sheet to his or her sponsor so as to assist the sponsor in preparing an affidavit.**

**CONTACT INFORMATION SHEET**

**Please complete this form and forward it along with your documents.**
**Please do not leave any fields blank including U.S. Address**

Your Full Name :_____

Local Mailing Address :_____

_____

**Telephone Numbers**

Mobile : _____

Work : _____

Home :_____

E-mail :_____

**U.S. Mailing Address**

**c/o Name :_____**

**U.S. Address :_____**

**_____**

**U.S. Phone Number :_____**