



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

**INSTRUCTION PACKAGE FOR FIANCE(E) 'K' VISA APPLICANTS
(Packet 3)**

Dear Visa Applicant:

We have received approval to start processing your fiancé(e) (K) 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 documents 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 fiancé(e) (K) 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 [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 a fiancé(e) (K) 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 3 to 5 business days. Courier fee for visa pass-back costs 350 Baht payable in cash on your interview day.

***** IMPORTANT NOTE FOR FIANCE(E) (K) VISA APPLICANTS *****

Fiancé(e) (K) 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 fiancé(e) (K) 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, a fiancé(e) (K) 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: visasbkiv@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. One copy of the petitioner's approved Form I-129F – applicant's copy, do not send back.
2. 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](#)
3. Form DS-2001, Notification of Applicant Readiness (one per petition)
4. List of Documents
5. 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 fiancé(e) (K) visa interview.

Document requirements

Please obtain the **original documents** or **certified copies** listed in **Instructions for Fiancé(e) (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 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 Fiancé(e) (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 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. A fiancé(e) (K) visa is issued in the same name which appears on the applicant's passport. 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 and document any lost or missing previous passports or visas.
- ❑ **BIRTH CERTIFICATES:** Applicant's 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.
- ❑ **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.
- ❑ **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.
- ❑ **MARRIAGE CERTIFICATES:** Both Petitioner and Beneficiary must present all of their official marriage certificates.

Stepchildren K4 cases: Marriage certificate of your biological parent and Petitioner. *Your parent and the petitioner must also present proof of the termination of any previous marriages.*

- ❑ **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).

K2 and Stepchildren K4 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.

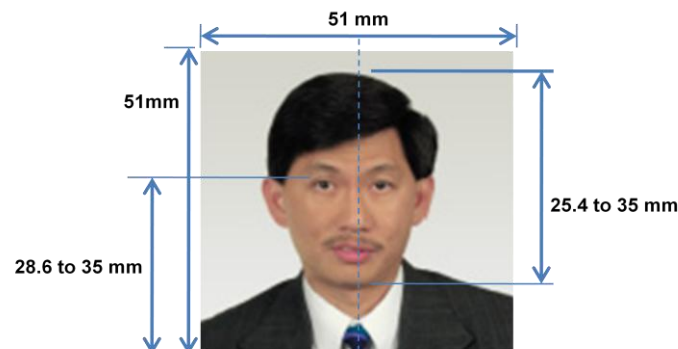
Original documents below must be sent to the IV Unit. You are encouraged to keep photocopies of these documents.

- ❑ **FORM [DS-160, Online Nonimmigrant Visa Application](#):** To complete this online form, please go to [Consular Electronic Application Center \(CEAC\)](#) and follow the directions indicated 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

Actual Size



- ❑ **APPLICATION FEE:** Each fiancé(e) (K) Visa applicant must pay in Thai Baht the equivalent of a **US\$240** non-immigrant visa fee, which is non-refundable, at any [Thailand Post](#). Please mail in the receipt, which is valid for one year.
- ❑ **EVIDENCE OF FINANCIAL SUPPORT:** The petitioner must present evidence that neither the applicant nor any dependent children (if applicable) will become a public charge in the United States. A Form [I-134, Affidavit of Support](#) signed by the petitioner must be submitted with a copy of the petitioner's current year tax return (Form 1040). The petitioner's income must meet the [Poverty Guidelines](#) at the time of Affidavit of Support filing. More instructions on how to file the form I-134 can be found [here](#).
 - If your petitioning fiancé(e) submitted a Form [I-134](#) with your petition over one year before your interview date it must be updated and include a copy of the current year income tax return.
 - **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](#).

- ❑ **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. Here is a [Marital Certificate Sample](#). 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 fiancé(e)/spouse is not permitted to be present at the interview.

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

SPECIAL NOTE FOR K1 VISA APPLICANTS

Do not marry your petitioner before you have received your visa and traveled to the United States. The law requires K1 visa applicants to remain legally free to marry throughout the process. If you get married, even to your fiancé(e), your petition will be cancelled and cannot be reinstated. If

you get married before reaching the United States, your fiancé(e) (K) visa application will be void and the petitioner would then have to start a new, different type of immigrant visa case for spouses from the beginning.

SPECIAL NOTE FOR K3 VISA APPLICANTS

K3 visas are for spouses of American citizens. K3 visa applicants **MUST** be married to the petitioner.

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.
- 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 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](#).

