



January 2019

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to apply for immigrant visa status. Please read the instructions below carefully. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

STEP 1: For each family member who is eligible to travel to the United States, fill out the DS-260 Form online at <https://ceac.state.gov/IV/Login.aspx>. Please make sure each applicant's DOB is in "YYYYMMDD" format in lieu of an "Invoice ID" on the DS-260 login page.

Important Note for Family-Based (except Immediate Relative) and Employment-Based Visa Applicants with Children About to Reach 21 Years of Age: To immigrate with you to the United States, or to follow you at a later date, your children **must** be unmarried and *under the age of 21 at the time they enter the United States*. If any of your children will turn 21 within 60 days of your receipt of this letter, please notify the Consulate immediately. If visas will be available in your category prior to your son or daughter's birthday, your case will receive expedited processing in order to ensure that your son or daughter will be able to immigrate with you. Unfortunately, the United States Embassy or Consulate cannot assist you if visas are not available in your category prior to your son or daughter's birthday. Failure to notify the United States Embassy or Consulate that you have a child who will turn 21 could result in that child being above the legal age at the time your visa is issued. In that event, you will be required to file a separate petition for your child after you immigrate, and your son or daughter will face a waiting period before he or she will be eligible for visa processing.

STEP 2: Obtain the following original documents or certified copies for yourself and for each family member immigrating with you to the United States. All documents that pertain to your case are required, even if they were previously submitted to the Immigration and Citizenship Service with your petition. **Do not send the documents to the consular office. Keep them for presentation at the time of the visa interview.**

□ **1. PASSPORTS (ORIGINAL):** A passport must be valid for travel to the United States and must have at least 6 months validity beyond the issuance date of the visa.

□ **2. BIRTH CERTIFICATES:** The original or certified copy of the birth certificate of each person named in the application, including the person who filed the original petition, is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time (if children are deceased, so state giving year of death). The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree.

Unobtainable birth certificate: Your birth record may not be obtainable because, e.g., your birth was never officially recorded; your birth records have been destroyed; or the appropriate government authority will not issue one. In such a case, please obtain a certified statement from the appropriate government authority stating the reason your birth record is not available. With the certified statement you *must* present secondary evidence such as: a baptismal certificate that contains the date and place of birth and both parent’s names providing the baptism took place shortly after birth; an adoption decree for an adopted child; or an affidavit from a close relative, preferably the applicant’s mother, stating the date and place of birth, both parent’s names, and the mother’s maiden name. An affidavit must be executed before an official authorized to take oaths or affirmations. Information regarding the procedures for obtaining birth certificates is usually available from the embassy or consulate of the country concerned.

□ **3. POLICE CERTIFICATES:** Police certificates are required for each visa applicant aged 16 years or older. The table below shows how many police certificates are required based on where each applicant lives and has lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

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 of which there is a record. Information on how to obtain police certificates for a specific country is available at the State Department’s [Visa Reciprocity and Country Documents Finder](#) website.

Note: Police certificates from certain countries are unavailable.

If you are 16 years of age or older, you must submit a photocopy of a police certificate from all countries you have lived in using below criteria:

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
has lived in his/her country of nationality for more than 6 months	at any time in his/her life	the police authorities of his/her country of nationality
has lived in his/her country of current residence (if different from nationality) for more than 6 months	is 16 years old or older	the police authorities of his/her country of current residence
lived in another country for more than 12 months	was 16 years or older at that time	the police authorities of that country.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that country.

Please note: We require two police certificates from Italy:

- 1) Certificato Generale del Casellario Giudiziale (not the Certificato Penale del Casellario Giudiziale)**
- 2) Certificato dei Carichi Pendenti**

- **4. COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime of which the applicant was convicted and the disposition of the case, including sentence or other penalty or fine imposed.
- **5. MILITARY RECORDS:** Persons who have served in the military forces of any country must present a certified copy of their military record.
- **6. PHOTOGRAPHS:** You and each immigrating family member, regardless of age, should bring six glossy, unretouched, unmounted color photographs, with a white background. Picture size is 50mm x 50mm (1"x 1 3/8"). Face size should be about 30mm (one inch), from the top of head to chin. The subject's head should be shown in frontal view, showing the entire face. Do not wear earrings or eyeglasses.
- **7. EVIDENCE OF SUPPORT:** Petitioners are required to submit an Affidavit of Support, Form I-864, and evidence of their income. The Affidavit of Support form, is legally required for most family-based and some employment-based immigrants. Petitioners are required to also attach copies of IRS Tax Transcript as evidence of their income. Please download the most updated version of I-864 at www.uscis.gov under forms.
- **8. MARRIAGE CERTIFICATES:** Married persons are required to present a certified copy of their marriage certificate bearing the appropriate seal or stamp of the issuing authority. Proof of the termination of each previous marriage must also be submitted (e.g., original or certified copies of the death certificate of spouse or of final decrees of divorce or annulment). The divorce certificate must include the filing date.
- **9. TRANSLATIONS:** All documents not in English or Italian must be accompanied by certified English translations. Translations must include a statement signed by the translator that states that the translation is accurate and that the translator is competent to translate.

One copy of each document, except photographs, must be submitted with the visa application. You are advised, however, to obtain the necessary documents in duplicate, as this will enable you to provide identical copies in the event the first set is lost or damaged.

STEP 3: As soon as you have obtained all the documents listed above, please go to the following website <https://usvisa-info.com/> to schedule your immigrant visa appointment.

WHAT HAPPENS NEXT

You will also be required to register for courier service online at <https://usvisa-info.com/>. You will need your case number, which begins with NPL, in order to complete your online registration.

The fee for an immigrant visa, payable on the day of the visa interview (unless paid previously through the National Visa Center) is U.S. \$325.00 or the equivalent in Euros for each applicant, i.e., for every applicant named in the application. Each applicant must be prepared to pay this fee in cash or credit cards (only Visa and Master Card) on the appointment date. The Consulate General does not accept personal checks. That fee is non-refundable; in the event the applicant is not issued a visa, the fee will not be returned to the applicant.

Please refer to our website, <https://it.usembassy.gov/visas/iv/> or to the Department of State website, <http://travel.state.gov/content/visas/english/immigrate.html>, for general information. If you need to contact the immigrant visa section, you should email us at IVNaples@state.gov.

AFTER THE INTERVIEW

If your visa is approved, as a recipient of an immigrant visa from the U.S. Department of State, you are required to pay \$220 USD to U.S. Citizenship and Immigration Services (USCIS). For instructions, refer to [USCIS Immigrant fee](#)