



Embassy of the United States of America
Consular Section,
Kentmanni 20
15099 Tallinn

**INTERVIEW PREPARATION INSTRUCTIONS
FOR IMMIGRANT VISA APPLICANTS**

Please follow the instructions below to continue your application process. Documents included in this packet include:

1. Form DS-230, Part 1: Application for Immigrant Visa and Alien Registration
2. Photo Information Sheet
3. Estonian police record (Toend Karistuse Kohta)

STEP ONE: Complete form DS-230, Part 1, Application for Immigrant Visa and Alien Registration, for each visa applicant and return the completed form(s) to our office by mail using the address at the top of this page. (*Note: Applicants whose visa petition was filed at the U.S. Embassy in Tallinn do not need to send a new copy if DS-230, Part 1 was completed and submitted on the date of petitioning.*)

STEP TWO: Obtain original or certified copies of the below-listed documents for yourself and each family member who will immigrate to the United States from the relevant issuing authority. All documents are required, even if previously submitted with a petition filed with U.S. Citizenship and Immigration Services (USCIS) in the United States.

Do NOT send these documents to our office. Keep them for your interview. Original copies of all documents must be presented. Photocopies are not accepted.

All documents not in English or Estonian must be accompanied by certified English-language translations. The translation must include a signed statement by the translator affirming that the translation is accurate and the translator is competent to translate.

Passports: Each passport must be valid for travel to the United States and have at least six months validity beyond the issuance date of the visa. Minor children may be included in a parent's passport. However, a separate passport for each individual child is preferred.

Photographs: Two (2) color photographs with white background on glossy paper, unretouched, and unmounted are required (See the enclosed Photo Information Sheet for guidelines).

Birth certificates: One original or certified copy birth certificate (Sunnitunnistus) is required for each person named in the application. These must have been issued within one year of your interview date. The birth 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. Parents must present birth records for all unmarried children under the age of 21, even if these children will not immigrate at this time. (Please provide the year of death if any child is deceased.) If you or any of your children were adopted, you must submit certified copies of the final adoption decrees (both from the country where the child was adopted and from the current country of residence). Photocopies are acceptable provided that the original is offered for inspection by the consular officer.

Unobtainable birth certificates: Your birth record may not be obtainable if your birth was never officially recorded, the record has been destroyed, or the appropriate authority will not issue one. If so, please submit a certified statement from the appropriate government stating why your birth record is unavailable. Secondary evidence of birth must also be provided. Examples include: 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. *Note: Any 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.*

Marriage certificates: Married applicants must submit an original marriage certificate (Abielutunnistus) or a certified copy bearing the appropriate seal or stamp of the issuing authority.

Divorce judgments: Applicants who have been previously married must submit evidence of the termination of **EACH** previous marriage. Evidence must be in the form of original or certified copy divorce decrees obtained by the adjudicating authority, bearing the appropriate seal or stamp. Original or certified copy death certificate or annulments are also acceptable if applicable.

Police certificates: Each visa applicant aged 16 years or older is required to submit a police certificate (Toend Karistuse Kohta) from the police authorities of the applicant's country of citizenship, current country of residence (if applicant has resided there for at least six months) and all countries where the applicant has resided for at least one year (with the exception of the United States).

Applicants with any arrest record must also provide police certificates from the authorities having jurisdiction over the place of arrest. (This includes arrests in the United States.) The police certificate must cover the entire period of residence, and state what the appropriate authorities' records show concerning the applicant, including all arrests, the reason for the arrest(s), and the disposition of each case. Police certificates must have been issued no more than a year before your visa interview. The police letter

has to be translated into English by certified translators, for more info on translators, please visit our website www.usemb.ee/translation.php

Court and prison records: Applicants convicted of a crime must submit a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime for which the applicant was convicted, and the disposition of the case, including sentence or other penalty or fine imposed.

Deportation papers: Applicants previously deported or removed at government expense from the United States must provide copies of deportation hearing and judgments. Form I-212, Permission to Reapply after Deportation, must be filed with U.S. Citizenship and Immigration Services. This form is available online at <http://www.uscis.gov>.

Military records: Persons who have served in the military forces of any country must provide an original copy of their military record. If exempted from military service, the applicant should also provide an original copy of the exemption record.

The following item is required for all visa types (including family-based and diversity visas), except employment-based visas:

Evidence of support: Your petitioning relative in the United States must complete Form I-864, Affidavit of Support (and, if applicable, form I-864a, Contract Between Sponsor and Household Member) on your behalf and provide supporting evidence proving that you and members of your family who immigrate to the U.S. are not likely to become public charges in the United States. See form I-864's attached instructions directions on how to complete this form and the type of evidence you may present.

Form I-864 can be downloaded from <http://www.uscis.gov/files/form/I-864.pdf>. Form I-864a is also online at <http://www.uscis.gov/files/form/I-864A.pdf>.

The following item is required for all minor child visa applicants (age 18 and younger) not immigrating with both parents to the United States:

Letter of parental consent and photo identification: A child not immigrating with both parents to the United States or whose petition is filed by an American citizen parent without an accompanying petition for the child's other foreign citizen parent must present a letter of consent from the other foreign citizen parent not traveling to the U.S. on an immigrant visa. The letter must be notarized and state that the non-accompanying foreign citizen parent is in agreement with the child application for U.S. immigrant visa and (if applicable) immigration to the United States. The letter must be accompanied by a notarized copy of the foreign citizen parent's passport or, in the case of Estonian citizens, national identification card. The foreign citizen parent's photo and signature must be clearly visible.

If the American citizen petitioner or primary visa petitioner parent has sole legal custody of the sponsored child, an original or certified copy of a custody agreement or divorce judgment indicating sole custody must be presented. An original or certified copy death certificate must be presented in the case that a sponsored child's foreign citizen parent is deceased.

The following is required for employment-based visas ONLY:

Letter of employment: Provide a notarized letter of employment from your employer if your visa is employment-based (i.e. your employer is your visa sponsor).

STEP THREE: As soon as you obtain all required documents that apply to your case, please let us know by email.

The Visa Interview: You will be scheduled for a visa interview at the earliest possible date after you have informed us that you are ready. You will receive an appointment letter and instructions on how to schedule a medical examination approximately one month before your scheduled interview. You will not normally receive any further correspondence from this office until the appointment is scheduled.

Change of Address or Personal Situation: You do not need to contact this office unless you have to report a change of address or change to your personal situation (e.g. marriage, death of petitioner, or birth of children). It is your responsibility to keep this office informed of your current address at all times!

Visa Fees: The cost of a family based immigrant visa is **\$330 + \$74** or the local currency equivalent, payable on the date of interview with cash or credit card. The cost of an employment based immigrant visa is **\$720+\$74**. Checks are NOT accepted.

Important Notice:

You are advised NOT to make any travel arrangements for departure nor to dispose of personal property or resign employment until you have the visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.