



*Embassy of the United States of America  
Consular Section  
Kingston, Jamaica*

The Immigrant Visa Unit makes every effort to return original civil documents (birth, marriage, and death certificates, divorce decrees, etc.) to the applicant at the time of his or her interview. All applicants should bring to the interview the **original and at least one (1) good-quality copy** of each of their civil documents. In Jamaica, the Registrar General's Department (RGD) generates certified copies of these certificates on forms slightly longer than standard letter-size paper, and those documents bear serial numbers at the very top and bottom. This means that **the copy size must be reduced to about 92%** in order not to cut off the serial numbers. Copies with serial numbers cut off cannot be accepted.

### **Immigrant Visa Checklist**

**If you do not have everything ready on your interview date, you will not be interviewed. Your appointment will be cancelled and rescheduled only after you have all documents ready for interview.**

#### **DS-260 Online Immigrant Visa and Alien Registration Application**

You can access the form at the Consular Electronic Application Center (CEAC) website at [ceac.state.gov](http://ceac.state.gov).

Enter your Case Number **and** Invoice ID Number (the National Visa Center will have already provided you with these numbers) **or** your date of birth in YYYYMMDD format to access the form and complete online. Ensure that all questions are answered correctly to prevent delays in the processing of your application. Once complete, submit the application by clicking "Sign and Submit." You will not be able to access the application again. Print out the confirmation letter.

Bring your confirmation sheet to the interview, but do not bring your application form.

For further assistance, review [DS-260 FAQs](#).

#### **Online Registration for Courier Service**

The Embassy uses a free online system for scheduling appointments and managing courier service through DHL. All applicants must register for this service in order to submit supporting documentation, schedule follow-up appointments, and receive their visa packets and passports, if approved.

To register, please go to <http://ais.usvisa-info.com/en-jm/iv>, and click "Register." Then follow the on-screen instructions. To register by phone, ask questions, or track the status of your delivery, please call (876) 632-7400 from Jamaica, or (703) 439-2360 from the U.S.

**Birth Certificate** for each applicant and the petitioner (the petitioner is the person who filed for you). You must have original certified copies from the Registrar General's Department (RGD) for each applicant. If your petitioner is your child or your brother or sister, you will also need an original certified copy of their birth certificate. If born in Jamaica, any birth certificate submitted must be the new style issued by the Registrar General's Department on blue security paper. Handwritten copies are not acceptable.

**Passport** for each applicant (valid for at least six months).

**Police Certificate** for each applicant aged 16 years or over, you must get a police certificate from:

- a. Any country in which you presently reside
- b. Any country in which you have lived for 1 year or more since reaching the age of 16, and
- c. From the country where you were born

\_\_\_\_ **Eight color photographs** of each applicant. Photographs should be for each person showing a full frontal view. See the attached form "Immigrant Visa Color Photograph Specifications" for more information. 4 photographs will be submitted with the medical examination, and the other 4 should be brought to the embassy.

\_\_\_\_ **Marriage Certificates and Divorce Decrees** Original certified copies for all applicants and the petitioner, if they are or have been married. If married in Jamaica, this copy must be the new style issued by the Registrar General's Department on blue security paper. Handwritten copies are not acceptable.

\_\_\_\_ **Military Records** If you have served in the military, you must submit a military record for your complete years of service. This record must also show any convictions of crimes before any military tribunals.

\_\_\_\_ **Certificate(s) of No-Impediment to Marriage** If you have any Jamaican-resident children who will be accompanying you who are aged 18 or older, each such child must present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper. In addition, if you are a Jamaican resident and are being filed for in a visa category requiring you to be unmarried (IR2, IR3, IR4, F11, F22, or F24) and are aged 18 or older, you must present a Certificate of No-Impediment to Marriage issued by the Registrar General's Department on security paper.

\_\_\_\_ **Adoption License/Order, Irrevocable consent of the biological parent, death certificate of the biological parent and any other civil documents requiring a signature or seal** If you are applying for an IR3 or IR4 visa, you will have to submit originals of the above documents relevant to your case. If an original is completely unattainable, a signed and stamped copy from the Child Development Agency (CDA) can suffice.

\_\_\_\_ **Affidavit of Support (Form I-864)** for each applicant from the petitioner. Affidavits of Support must be original signed versions; copies of signatures are not acceptable. The sponsor must also provide the most recent tax return (Form 1040, and the most recent W2 wage statement if the return is a joint return). If you are submitting documents from a "Joint Sponsor", you will also need to provide a photocopy of the biographic page of their passport, Certificate of Naturalization or both sides of their Alien Registration (Green) Card. Your sponsor(s) may have submitted these documents to the National Visa Center prior to your interview, but you may wish to bring copies in case any documents are missing.

\_\_\_\_ **Money** Be prepared to pay US\$325 for the application fee for each applicant. For Employment Based categories, the fee is US\$345 for each applicant. For other visa categories (IB/IW/SE) the fee is US\$205. You may pay in either Jamaican or U.S. dollars, but not a combination of both. Please have the exact change. If your relative in the U.S. has already paid either fee to the National Visa Center, you do not need to pay again.

\_\_\_\_ **Medical** Please schedule your medical exam no later than 7 – 10 days prior to your appointment time to ensure the medical report is ready for you to take to the Embassy on the day of your interview. Be sure to go to the Embassy doctor **before** going to the clinic for additional vaccinations. Medical reports are generally valid for 6 months from the date of completion.