

INSTRUCTION FOR IMMIGRANT VISA APPLICANTS

After your petition is approved, and you have been instructed to proceed with your visa application, you should take the following three steps in order to arrange for your visa interview:

FIRST STEP

Complete form [DS-260 Online Immigrant Visa Application](#). You can read more about the form and how to complete it on the U.S. Department of State website at www.travel.state.gov. A separate form is required for each visa applicant.

To access [DS-260](#), you will need to enter your visa case number as provided in the welcome letter received from NVC or the embassy.

After submitting [Form DS-260](#) online, **you must print the confirmation page and bring it to your interview**. You can access and print the confirmation page any time after you complete your DS-260 application.

SECOND STEP

Follow the checklist and obtain the following documents. Please do **NOT** send the documents to the Embassy.

1. PASSPORTS: Your passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of your visa. Each visa applicant, regardless of age, must present their own passport.

2. BIRTH CERTIFICATES: each applicant's original birth certificate and one notary certified copy is required. If a visa applicant is an adopted child, they must submit the original and a notary certified copy of their final adoption decree.

UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate, for example, when official records have been destroyed or when governments are unable or unwilling to issue a certificate. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration, if baptism of the child took place shortly after the child's birth. The certificate must contain the child's date of birth, place of birth and information concerning parentage. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notary certified statement giving the child's date of birth, place of birth, the names of both parents, and the maiden name of the mother.

3. MARRIAGE CERTIFICATES/MARRIAGE TERMINATION RECORDS: Married persons are required to submit their marriage certificate and one notary certified copy of it, as well as proof of the termination of any previous marriages (original documents and one notary certified copy), i.e., spouse's death certificate, final divorce decree, marriage annulment, or alike.

4. OTHER DOCUMENTS REFLECTING NAME CHANGE: You must present additional evidence from archives or courts, if the above listed documents do not reflect all name changes

you have had in the past. For example, you changed your birth name to married name, and back to your birth name after a divorce - you must present records from archives confirming the name change at the time of marriage if the divorce documents do not contain that information.

5.POLICE CERTIFICATES: Each visa applicant at least 16 years of age, must submit an original police certificate:

- from the police authorities of the applicant's country of current residence if the applicant has resided there for at least six months after attaining the age of sixteen;
- from the police authorities of all other countries, except the United States, where the applicant has resided for at least one year after attaining the age of sixteen;
- from the police authorities of any country where the applicant had been arrested for any reason, regardless of how long he or she lived there.

Information about obtaining police certificates from specific countries can be found on the U.S. State Department website: travel.state.gov. You don't need to submit a police certificate only if the Department of State website states that the document is unobtainable from a specific country. Please click on the link for [instructions for obtaining a police certificate in Latvia \(PDF - 284 kb\)](#).

Police clearance letters are valid for 12 months from the date of issuance. You are not required to renew a police clearance letter from your previous country of residence if you have not travelled to that country after the date of the issuance of such letter.

6.COURT AND PRISON RECORDS: Persons who have been convicted of a crime must submit all court records and any prison record, regardless of whether they may have subsequently benefited from an amnesty, pardon, or other act of clemency. Please note that **all court and prison records must** be submitted with notary-certified English translations.

7.MILITARY RECORDS: A certified copy of any military service record, if applicable and obtainable, is required. Information about obtaining military records from specific countries can be found on the U.S. State Department website: travel.state.gov.

8.PHOTOGRAPH: One (1) color full-face photograph for each applicant, regardless of age. Dimensions - 5 x 5 cm. The photograph must be current (i.e. taken within the last six months). The image must be sharp and correctly exposed. See samples here: travel.state.gov.

9.EVIDENCE OF FINANCIAL SUPPORT FOR IMMIGRANT VISA APPLICANTS:

- Family-based applicants must submit [form I-864, Affidavit of Support](#), prepared and fully executed by their petitioner. Sponsor's latest tax returns must be included with the affidavit of support.
- Employment-based applicants must submit [form I-864, Affidavit of Support](#), if a relative is their petitioner or has an ownership interest in the petitioning business. Sponsor's latest tax returns must be included with the affidavit of support.
- Other applicants must show convincing evidence [that they are not likely to become public charges](#) (PDF - 138kb) while in the United States.

- 10. DEPORTATION PAPERS:** Visa applicants who have requested an extension of stay or a change of status while in the U.S, or who have been deported from the United States, must present the applicable documentary evidence.
- 11. ORIGINAL DOCUMENTS:** Additionally, visa applicants must present the originals of all civil documents. They will be returned to you after the visa interview.
- 12. TRANSLATIONS:** All documents prepared for submission, which are not in English or Latvian must be accompanied by notary-certified English translations. Translations of all court decisions into English are **mandatory** if the originals are in any other language (even Latvian).

Should you have any questions about these instructions or any documents described herein, please contact us by e-mail askconsular-riga@state.gov, describing your question in detail and providing your phone number. Please contact us by phone only in urgent matters.

For your information only:

- Information about obtaining different civil documents in Latvia can be found on the following website: travel.state.gov.
- You must inform the Consular Section if your address or your family circumstances change (for example, through marriage, birth of children, or the death of the petitioner).
- **An immigrant visa application fee** must be paid at the Embassy in cash or by credit card on the day of your visa interview:
 1. The fee for a family-based immigrant visa applicants is 325 USD per person or the equivalent in local currency, in accordance with the official Embassy exchange rate.
 2. The fee for a *SB1 Returning Resident visa* applicants is 205 USD per person or the equivalent in local currency, in accordance with the official Embassy exchange rate.
- Each immigrant visa applicant must undergo a **medical examination** prior to their visa interview at U.S. Embassy, Riga. We encourage you to read **medical examination information** as soon as possible to allow you the maximum amount of time to obtain any and all required vaccinations.

THIRD STEP

Once you have collected all of the requested (as applicable) documents, please:

- Visit www.ustraveldocs.com to **register an address for document delivery** - if your visa application is approved, your passport with your visa in it will be delivered to this address within 2-3 business days after your interview.
- Send an e-mail to the Consular Section askconsular-riga@state.gov requesting us to schedule your interview time. The request should include your case number, current postal address, phone number, and the following text:

I have in my possession and am prepared to present all necessary documents listed in the instruction for immigrant visa applicants. I fully realize that no advance assurance can be given when or whether a visa

will actually be issued to me and I also understand that I should not give up my job, dispose property, or make any final travel arrangements until a visa is actually issued to me.

We will offer you a visa interview appointment time once we have received this information from you.