



Kuala Lumpur, Malaysia

Malaysia Police Record

Both Malaysians and non-Malaysians who have resided in Malaysia for a period of more than one year may apply for a Malaysian Certificate of Good Conduct.

Note to Applicants: Processing time for the certificate is one to two months from the date of your request's submission. The Certificate of Good Conduct will be forwarded to the applicant using the self-addressed stamped envelope. The applicant may also collect the certificate at the Consular Division counter at the Ministry of Foreign Affairs.

Applicants residing in Malaysia should submit their applications to the Consular Division, Ministry of Foreign Affairs at the following address:

Consular Division
Ministry of Foreign Affairs Malaysia
Wisma Putra
No. 1 Jalan Wisma Putra
Precinct 2
62602 Putrajaya
Tel: 60-3-8887-4000
www.kln.gov.my

Applicants residing outside Malaysia should contact the nearest Malaysian Embassy or Consulate in their country of current residence.

The application form for the Malaysian Certificate of Good Conduct, as well as the addresses and telephone numbers of Malaysian missions abroad, are available at the Malaysian Ministry of Foreign Affairs' website at www.kln.gov.my.

Applications for the Certificate of Good Conduct must include the following documents:

1. 2 Malaysian passport size photographs (40cm X 55cm);
2. 2 copies of the applicant's Malaysian Identification Card;
3. 2 copies of the applicant's passport (for non-Malaysians, copies of all passport pages);
4. A self-addressed stamped envelope;
5. An introduction letter from the employer (for non-Malaysians); and
6. Processing fee of Malaysian Ringgit 20.00 in cash or Malaysian postal order made under the name of Akauntan Negara Malaysia.

Consular Section
Immigrant Visa Unit
American Embassy
376, Jalan Tun Razak
Kuala Lumpur, Malaysia
kliv@state.gov

September 19, 2016



Dear applicant,

We understand that you have an Immigrant Visa interview scheduled at the embassy. Please follow the steps below for **courier delivery** when your passport is ready for collection after your visa is approved. **You must select the location.** You **CANNOT** collect the passport from the US Embassy

You will receive an e-mail or SMS notification at the email address/mobile phone number you provided, after few business days. You may collect your passport from that location the next business day following notification. If you selected delivery, your passport will be delivered to the home or office address you provided in your contact record.

Below is the instruction on how to register for the courier pass back of your passport. This service is free of charge. Please follow the below instruction step by step to register your collection method. Once you have completed the registration, please bring along your collection method/delivery confirmation on your interview day.

To start the registration process, please [follow the directions here](#).

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ADDITIONAL DOCUMENTATION REQUIRED:

1) If you are processing as an **IR5** or **F4**, please submit:

- **Original Birth certificates** from the **petitioner**. Please translate if it is not in English. If these documents are not present at the time of your interview, this will result in a delay in the acquisition of your visa.

2) **All Applicants:**

- **Certificate of Good Conduct** (applicants). Valid for **one year** from issuance date. If a valid certificate not present at the time of your interview, this will result in a delay in the acquisition of your visa. Please reapply if it has expired.
- Please provide latest U.S. income **tax returns and W2** from your sponsor/s.
- **Expired passports** – if available and applicable.
- **Original divorce** and/or death certificate – petitioner/applicant, if applicable.
- **Translator**, if needed. Applicants who speak English, Mandarin, Cantonese, Malay, Tamil, or Hindi do NOT need to bring their own translators. Yemeni applicants who speak Arabic should bring an Arabic language translator. He/she must bring photo identification to the embassy.

ADDITIONAL INFORMATION:

- No cell phones or other electronic devices are allowed within the Embassy at any time.
- No food or drinks will be allowed within the Embassy at any time.
- No oversized bags such as luggage or backpacks are allowed within the Embassy at any time.

Non-compliance with any of the above can result in a delay of processing of your visa.

Thank you

Immigrant Visa Unit

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