



**IV SECTION**  
**US Consulate General**  
**1 Shamian South Street**  
**Shamian Island, Guangzhou**  
**P. R. C**  
 美国驻广州总领事馆  
 移 民 部  
 地址：广州市沙面南街1号

### INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

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

**FIRST:** Complete and send immediately to the consular office processing your case the enclosed Form OF - 230 Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION (Biographic Data). The consular office can not process your case until this form is received.

**SECOND:** Obtain the following documents on this checklist which pertain to you. As you obtain each document, check the box before each item. Do NOT send them to the consular office.

- 1. **PASSPORTS:** A Passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but if over the age of 16, they must have their photographs attached to the passport.
- 2. **BIRTH CERTIFICATES:** One certified copy of the birth certificate of each person named in the application is required. A birth certificate issued by a local notary public office is required for applicants born in P.R. of China. The certificate must state the date and the place of birth and the names of both parents (if deceased, so state). 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. Photocopies are acceptable provided the original is offered for inspection by the consular officer.
- UNOBTAINABLE BIRTH CERTIFICATE:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. 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 provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.
- 3. **POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification