

by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. If specific questions arise regarding police certificates, please consult the consular office.

- 4. COURT AND PRISON RECORDS: Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency.
- 5. MILITARY RECORDS: A certified copy of any military record, if applicable and obtainable, is required.
- 6. PHOTOGRAPHS: Two color photographs with white background on glossy paper, unretouched and unmounted are required. The photograph must be a three - quarter frontal portrait with the right side of the face and right ear visible. The dimensions of the facial image must measure about one inch (25mm) from chin to top of hair. No earring, head covering or dark glasses should be worn. Color Polaroid photos are acceptable. Photos are required of all applicants, regardless of age.
- 7. EVIDENCE OF SUPPORT: Any evidence which will show that you and members of your family who will accompany you are not likely to become public charges while in the United States. The enclosed information sheet. Optional Form 167, lists evidence which may be presented to meet this requirement of the law. Form I-864, Affidavit of Support, should be used when an affidavit of support is to be submitted for immigrant visa applicants. Form I - 134, Affidavit of Support, should be used when an affidavit of support is to be submitted for K - visa applicants.
- 8. MARITAL STATUS CERTIFICATES: Married persons are required to present a certified copy of their marriage certificate while the unmarried persons at marriageable age a certified copy of their non - marriage certificate with one year validity. A marriage certificate issued by a local notary public office is required for applicants who registered their marriage in the People's Republic of China. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decree of divorce or annulment).
- 9. ORIGINAL DOCUMENTS: If you are the beneficiary of a family - based immigrant visa petition, you must be prepared to present the originals of all civil documents which establish your claimed relationship to the petitioner. If the petition was filed by your brother, sister, or child, you must present the birth certificate of the petitioner. Other evidence of relationship should include, but is not limited to, family photographs and household registration. Bring with you photographs that establish your relationship to the petitioner before the petitioner emigrated to the United States.
- 10. TRANSLATIONS: All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a notary public.

ONLY ONE COPY OF EACH DOCUMENT, EXCEPT PHOTOGRAPHS, MUST BE SUBMITTED WITH THE VISA APPLICATION WHEN YOU ARE INTERVIEWED. YOU ARE ADVISED, HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.

PLEASE READ THE FOLLOWING CAREFULLY

THIRD: As soon as you have obtained all or of the documents that apply to your case, carefully read the statement at the bottom of this form, sign and date it, and send the form to the consular office processing your case, you will not be scheduled for an appointment until you sign and return this checklist.

After this form has been sent to the consular office, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will receive an appointment letter along with instructions for a medical examination