



Immigrant / Fiancé (e) Visa Document Checklist

You are required to obtain the original or certified copy, and one photocopy (with the exception of your passport and photographs) of the following documents for yourself and each family member applying for a visa. All documents are required even if they were previously submitted to the United States Citizenship and Immigration Services with your petition.

For each document (with the exception of your passport and photographs) please present the original, one photocopy, and a certified translation of any document not in English.

- Passport:** Your passport must be valid for travel to the United States and have at least eight months validity from the date on which the visa is issued. Children may be included on a parent’s passport, but if over the age of 16, their photographs must be printed in the passport;
- Birth Certificate:** The original, or certified copy (provided by the issuing authority), of the birth record of each family member (yourself, your spouse, and all unmarried children under the age of 21, even if they are not immigrating with you. If the children are deceased, so state giving year of death). **Note:** We will not accept the short form version of a UK birth certificate. The certificate must list both parents’ names. ***If your birth certificate is unavailable*** you should obtain a certified statement from the appropriate government authority stating the reason why the record is not available. With the certified statement you must obtain secondary evidence. ***For example: An affidavit from a close relative***, preferably the applicant’s mother, stating the date and place of birth, both parent’s names, and the mother’s maiden name. ***An adoption decree for an adopted child; or a baptismal certificate*** that contains the date and place of birth and both parents’ names providing the baptism took place shortly after birth.
- Adoption Certificate:** If applicable, the original or a certified copy of your adoption certificate. The certificate must show the date and place of adoption, along with the names of the adoptive parents. This certificate must be issued by a public authority and show that a public record exists of the adoption;
- Marriage Certificate:** If you are/were married you must present an original or certified copy. You must also present proof of the dissolution of any previous marriage, such as a death certificate, divorce decree or evidence of annulment;
- Statutory Declaration/Change of Name Deed Poll:** If the name on your birth certificate differs from the name on your passport, and the change was not made through marriage, legal evidence of your name change is required.
- UK Police Certificate:** If you have resided in the United Kingdom for 6 months or more since the age of 16, you are required to obtain a police certificate from the ACPO Criminal Records Office (ACRO). Further information is available from their website at www.acro.police.uk.

If your UK police certificate indicates “No Live Trace” or “Further Information Stepped Down” you are required to provide **complete** details of the offense(s) and disposition. If you do not recall the specific details, consider obtaining a Subject Access Report so that you can provide the Consular Officer with accurate information on the day of your interview. To obtain a Subject Access Report, visit http://www.acro.police.uk/subject_access.aspx.

Note: The police certificate must list all names and aliases by which you have ever been known, e.g. maiden name, alternative spellings of names used on legal documents etc. UK police certificates are valid for 12 months only. If your UK police certificate expires before the date of your visa interview, you must obtain a new one.

- Foreign Police Certificate:** Required for all countries where you have lived for more than 12 months since the age of 16 and any country where you have been arrested, even if you were not resident there. U.S. police certificates are not required. [Police certificates from certain countries are unavailable](#) or are obtained directly by this office. Fingerprints are required for certain countries. A list of UK police stations that provide fingerprinting services is available [here](#) (PDF - 337kb). Foreign police certificates are valid indefinitely, unless you have returned to reside in that country or has been arrested since the issuance of the certificate;
- Court and Prison Records:** If you have been convicted of a crime you must obtain a certified copy of each court record and any prison record, regardless of the fact that you may have subsequently benefited from an amnesty, pardon or other act of clemency or the United Kingdom Rehabilitation of Offenders Act. ***Court records should include:*** Complete information regarding the circumstance surrounding the crime of which you were convicted and the disposition of the case, including sentence or other penalty or fine imposed;
- Military Record:** If you have served in the military forces of any country you must obtain your military record. On the day of the visa interview you will be required to furnish either your discharge papers or evidence of terminal leave from the forces. Note: [Military records from certain countries are unavailable](#). For further information, please contact the Immigrant Visa Unit;
- Photographs:** Two (2) color photographs – 2 inches by 2 inches – are required. The photos must have been taken within the past six months.
- Affidavit of Support:** Form I-864, a contractual affidavit of support, must be submitted for most family-based immigrant visa applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioner's business. The I-864 is available from the Embassy website [here](#). The form must be submitted at the time of your visa interview, along with the petitioner's most recent tax return and any other financial documents. **If you applied for a visa through the National Visa Center, they will forward the Form I-864 to the Immigrant Visa Unit together with your immigrant visa file.**

Employment based visa applicants must show a recent letter from their employer confirming that the job offer upon which their application is based is still available to them. Qualified nurses must also present their Visa Screen Certificate.

All other applicants, including K-1 (fiancé/e) applicants must show evidence that they are not likely to become a public charge while in the United States. Use of the form I-134 is an efficient way to provide this information to the Consular Officer. Form I-134 is available from the USCIS website: <http://www.uscis.gov/i-134>.

- Visa Fees:** Please click [here](#) for information about the required fees and how to pay