

CHECKLIST OF EMBASSY DOCUMENTS:

- PASSPORT.** Must be valid for at least six (6 months).
- IMMIGRANT VISA ELECTRONIC APPLICATION (DS-160):** Print Confirmation page
- BPI Receipt** (paid Embassy fee): Bring the receipt.
- POLICE REPORT** NBI Clearance should show all names used by the Alien:
 - applicant's current name
 - birth certificate name
 - maiden name
 - married name, and
 - any aliases or nicknames ever used, including different spellings of all names that may have appeared on other civil documents (e.g., birth certificate, marriage certificate, etc.), even if these names or spellings have never been routinely used.
- Police Clearance from other countries:** Ask if Alien has ever worked or lived outside Philippines. Applicants who have stayed for one (1) year or more upon reaching the age of 16 years are required to obtain a police certificate. Check if the country where they have been through requires it on reciprocity:
<https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>
- BIRTH CERTIFICATE**
 - Check spelling of name with name on passport
 - If late registered (advice to provide and bring baptismal, school records, hospital records, civil registry record and other documents they can provide to show her identity)
- MARRIAGE CERTIFICATE (if applicable).**
 - Must be issued on security paper by the Philippine Statistics Authority (PSA), formerly NSO (NOT from the Local Civil Registry Office).
 - If has prior marriage through annulment check annotation on PSA paper if annulment was acknowledged by the PSA
- CERTIFICATE OF NO MARRIAGE (if applicable).** Applicants who are single and have never been married (18 years and older) are required to obtain a CENOMAR from the Philippine Statistics Authority (PSA).
 - Check spelling of Alien's first, middle and last name
 - Check spelling of parent's name.

- ❑ **A CENOMAR** is also required for a petitioner who was born in the Philippines and lived in the country for at least one (1) year upon reaching the age of 18.
- Always ask if USC is a former Filipino Citizen and if he has live in the Philippines for a year since age 18.

- ❑ **PROOF OF TERMINATION OF MARRIAGE (if applicable).**
- Annulment decree, death certificate issued by the PSA, a foreign divorce decree or foreign death certificate. (most advisable if Divorced, must have the divorce paper acknowledged by the PSA)
- they must have also Marriage Certificate with annotation from PSA that marriage is null and void or annulled.
- If the Alien is not the Informant on the death certificate, they must include Marriage certificate from prior marriage

- ❑ **PROOF OF RELATIONSHIP.** Submit documents that further establish your relationship with the petitioner such as personal photographs with the petitioner taken over a period of time as well as personal correspondence.
- Pictures together (can provide an album for this)
- Chatlogs (at least 15-30 pages; can be combination of email; random)
- Email (can be combination of chatlogs and the likes)
- Letters or cards
- Remittances (but do not provide more than 15 pieces)
- Phone records (random:from the first time you communicated, middle of your relationship and most recent)

- ❑ **FINANCIAL DOCUMENTS**
- I-134 with wet signature
- W-2 (3 most recent year for employed)
- Tax return (3 most recent year if applicable)
 - look at line 22 of 1040 form for employed, line 15 of Form 1040A or line 4 of Form 1040EZ
 - look at the adjusted gross income line of 1040, 1040A or line 4 of Form 1040EZ
- 1099-Misc (self- employed)
- Letter of employment or letter of self-employment
- SSA 1099 for retired
- Benefit letter from SSA or Company that issues the pension
- 6 months bank statement (self employed/retired/pensioner)
- 3-4 months paystubs (for employed)
- Explanation letter from retired/pensioner as to where their income comes from
- Assets if applicable (property, stocks, savings in the bank etc)
- If newly hired, job offer letter stating position is permanent will do

If income is below income requirement based on the Poverty Guideline, they should show market value of their property or proof of their stocks and bonds and the like.

FOR ACCOMPANYING CHILD/CHILDREN:

BIRTH CERTIFICATE

- Check spelling of name with name on passport
- If late registered (advice to provide and bring baptismal, school records, hospital records, civil registry record and other documents they can provide to show her identity)

If 16 y/o and above, needs NBI clearance or Police Cert from country where they have lived for 1 year or more

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FOR MEDICAL

K VISA APPLICANTS

EACH APPLICANT MUST PRESENT THE FOLLOWING:

- a. Valid passport
- b. 1 photocopy of Passport Biographic/Data Page, the page in the passport that contains the applicant's photo and information. Photocopy on short bond paper. Passport photocopy should be the same size as the original, not enlarged or reduced.
- c. 4 pieces recent 2x2" visa photos (see visa photo guide), 3 for submission to the U.S. Embassy, 1 for clinic file.
ALL PHOTOS MUST BE IDENTICAL. Write the applicant's complete name at the back of each photo.

The US Embassy requires you to bring the 2x2 photos for your visa issuance. We regret not to release the medical report until such time that you can provide this requirement.

d. Letter with Case Number

- Principal Applicant original & 1 photocopy
- Derivatives 1 photocopy each

If Letter of Case Number was received via email, print 2 copies for the principal applicant and 1 copies for each derivative.

e. Visa Interview Appointment Confirmation from the U.S. Embassy , if available

- Principal Applicant original & 2 photocopies
- Derivatives 1 photocopy each

If Visa Interview Appointment Confirmation was received via email, print 2 copies for the principal applicant and 1 copies for each derivative.

f. For applicants who registered online, 1 copy of the online registration confirmation form