



***Embassy of the United States of America
Consular Section, Immigrant Visa Unit
Bogotá, Colombia***

THE INSTRUCTION PACKAGE FOR K VISA APPLICANTS

Case Number: _____

Dear Visa Applicant:

We have received approval to start processing your immigrant or K visa. In order to prepare for your interview with a consular officer, please read the following instructions carefully.

FIRST: Obtain the documents on this list that apply to your case (list of documents attached), but ***DO NOT*** send them to this office. You must present them at the Consular Section on the day of your visa interview. You will be notified in writing of the date of your interview.

SECOND: As soon as you have obtained ***ALL*** documents required to process your case, **you must complete and sign** the attached Forms DS-2100 and DS-230 Part I (Application for Immigrant Visa and Alien Registration – Biographic Data). One DS-2100 is required per petition. One DS-230 is required for **each** applicant.

You must completely fill out all forms. If a question does not apply to you, write 'Not applicable'. Do not leave questions blank. Incomplete or inaccurate documentation will delay visa processing.

Return *one* copy of these forms immediately by mail OR fax OR email:

Embajada de los Estados Unidos, Sección de Visas de Inmigrante, Cra. 45 No. 24B-27, Bogotá

Fax: 315-4155 (from within Colombia) (571) 315-4155 (from outside Colombia)

Email: IVBogota@state.gov

Submitting duplicate copies of the required forms will delay visa processing.

To request receipt confirmation, include an email address on the Form DS-2100. We will provide email confirmation within 5 business days. Do not contact the IV Unit for receipt confirmation.

APPOINTMENT SCHEDULING: When you have completed the previous steps, the Immigrant Visa (IV) Unit will send you a formal Visa Appointment Package and interview letter. We schedule appointments as they become available. Generally, appointments are scheduled within two months. Each visa category and case is different, however, and we cannot provide a timeline. Do not contact the IV Unit to ask when your appointment will be scheduled. You should only contact the IV Unit to notify us of the

death of the petitioner or an accompanying family member, a change of marital status, the birth or adoption of a child, or a change of address.

To download forms, learn more about the visa process, or see if your appointment has been scheduled, please go to the Immigrant Visa Section of our website at <http://bogota.usembassy.gov/visas.html>.

Unfortunately, due to increased visa demand, the IV Unit is not able to answer email or telephone questions about appointment scheduling. Rather, please check our online appointment schedule which is updated on on/about the 20th and 30th of each month.

What should I do if my appointment has been scheduled, but I haven't received my Appointment Package?

Due to poor Colombian mail service, we have moved all packages and forms to our website. If your appointment is listed on our website but you haven't received an Appointment Package and interview letter, please download an Appointment Package from our website and follow the detailed instructions. You may schedule your medical appointment and enter the Consular Section waiting room (on the scheduled date of your interview *only*) without your interview letter.

The consular officer cannot determine whether you qualify for an immigrant visa until you formally apply and are interviewed. Therefore, you should **NOT** make any travel plans, quit your job, or sell your properties until you have physically received your visa. If approved, your visa will be returned by private courier in approximately four to six business days.

WARNING:

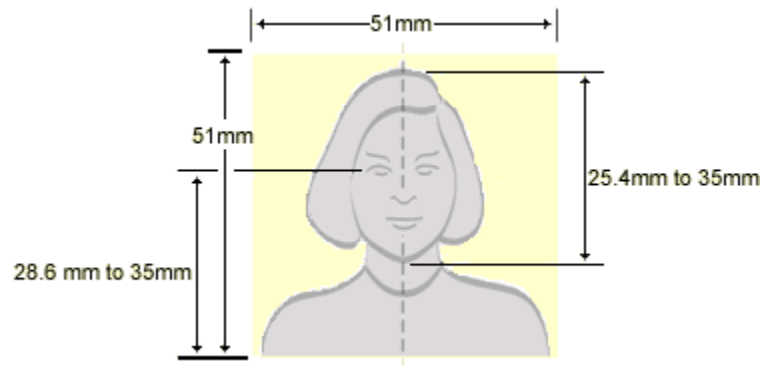
The Consular Section does not endorse or have a "special relationship" with any individual or business that offers advice or assistance with the visa process. No one can guarantee that your visa will be issued. All U.S. government forms are free. Beware: many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants.

Any document or information presented in connection with your immigrant or K visa application may be investigated by our Fraud Prevention Unit. **Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.**

By law, an immigrant or K visa petitioner may be imprisoned for not more than five years or fined up to \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the immigration laws. In addition, a petitioner may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting a petition.

PHOTOGRAPH INSTRUCTIONS FOR IMMIGRANT AND K VISA APPLICATIONS

- Photos must be 5 cm x 5 cm.
- Color photograph.
- Photo must be recent (taken no more than six months ago).
- White or off-white background.
- The person must be looking straight ahead (cannot be looking to the left, to the right, up or down), and the face must cover approximately 50% of the area of the photo.
- Both ears must be visible.
- No head covering.
- No earrings.



ENCLOSURES:

Notification of Applicant Readiness (DS-2100) (one per petition) (**Return IMMEDIATELY**)

List of Documents

Application for Immigrant Visa and Alien Registration – Biographic Data (Form DS-230 Part I) (one per applicant) (**Return IMMEDIATELY**)

List of Documents

FORM DS-2100

NOTIFICATION OF APPLICANT READINESS

You, or your agent, may notify United States Embassy Bogotá that you are ready for an interview by using this Form DS-2100. The form indicates that you and your family members (if applicable) have obtained all the necessary documents for the immigrant or K visa interview.

Document requirements

Please obtain the **original documents** or **certified copies** listed in **Instructions for Immigrant or K Visa Applicants** from an appropriate authority for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to the Department of Homeland Security (DHS) with your petition.

Please fill out the information below and sign.

Case Number

Complete Name-Please Type or Print

Mailing Address for Appointment Letter

Applicant's Daytime Telephone

Applicant's Cellular Telephone

I attest that I have all of the documents specified in the **Instructions for Immigrant or K Visa Applicants** and other instructions, which are applicable in my case, and I am prepared for my visa interview.

Date

Signature

Return *one* copy of these forms immediately by mail OR fax OR email:

Embajada de los Estados Unidos, Sección de Visas de Inmigrante, Cra. 45 No. 24B-27, Bogotá

Fax: 315-4155 (from within Colombia) (571) 315-4155 (from outside Colombia)

Email: IVBogota@state.gov

Submitting duplicate copies of the required forms will delay visa processing.

To request receipt confirmation, include an email address below (please print clearly). We will provide email confirmation within 5 business days. Do not contact the IV Unit for receipt confirmation.

Email: _____

LIST OF DOCUMENTS

Translations are NOT required for documents written in Spanish or English.

We can return most original documents if you also bring notarized photocopies to your interview.

- **PASSPORT:** The passport must be valid for travel to the United States and have at least six (6) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present previous passports.
- **PHOTOGRAPHS:** Six (6) COLOR photographs taken within the past six months for **each** applicant. See attached photograph instructions.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of his/her birth certificate. A copy of the Folio is required. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates, as they are not official extracts from government records.*
 - **Special note for applicants born in 1939 or earlier:** You may present a recently issued **baptismal certificate** with marginal notes in lieu of a birth certificate.
- **BAPTISMAL CERTIFICATE:** (Suggested) Recently issued baptismal certificate with marginal notes.
- **MARRIAGE CERTIFICATES (K3/K4 cases only):** Married applicants must present a certified copy of their civil marriage certificate. All marriage certificates must include the date and place of the marriage, complete names of the spouses, and name and title of the person who performed the ceremony. *Applicants and petitioners must also present proof of the termination of any previous marriages.*
 - **Stepchildren (K4) cases:** Marriage certificate of your biological parent and the petitioner. *Your parent and the petitioner must also present proof of the termination of any previous marriages.*
- **TERMINATION OF PREVIOUS MARRIAGES:** Certified photocopies of final divorce decrees, annulments, or death certificates. We cannot accept civil or religious separations, including 'Separaciones de cuerpos y bienes,' 'Liquidaciones de sociedad conyugal,' or annotations on the back of marriage certificates as proof that a marriage has been terminated.
- **POLICE CERTIFICATES:** A Colombian police certificate "Certificado Judicial" is required for all applicants over 18 years of age. It may be obtained at any DAS office. Police certificates are also required from applicants who have lived in another country for more than 6 months since turning 16 years of age (except for the United States, Mexico, and Venezuela). Please see <http://travel.state.gov/visa/reciprocity/index.htm> for more information about requesting police certificates for other countries.
- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for any reason in any country (including the United States) or who have any judicial/prison record must present copies of ALL documents related to the case, even if the charges were dropped, the applicant was found innocent, or s/he received an amnesty or other act of clemency.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security.
- **MILITARY RECORD:** Applicants must obtain their record of military service, if applicable and obtainable.

- **DAS CERTIFICATE** – Entries and exits to and from Colombia for the past 10 years. This document may be obtained in Bogotá at the DAS Office located at Calle 100 #11B-27, Edificio Platinum.
- **EVIDENCE OF FINANCIAL SUPPORT:** A Form I-134 (Affidavit of Support) is required at your final interview. If your spouse or fiancé(e) did not submit the Form I-134 with your petition, he or she should download and complete the Affidavit of Support, and you should bring it your interview. This form may be found at <http://www.uscis.gov/files/form/I-134.pdf> .
- **MEDICAL EXAMINATION:** You will receive instructions regarding medical examination procedures in your Immigrant or K Visa Appointment Package.
- **VISA FEES:** Each applicant must pay the equivalent of US\$131.00 in Colombian pesos at the Banco de Crédito prior to your interview. You will receive payment instructions in your K Visa Appointment Package.

Passport biographic information, including name and date of birth, must exactly match applicants' civil documents. Any discrepancies should be corrected by the relevant Colombian authorities prior to your interview.

SPECIAL NOTE FOR K1 VISA APPLICANTS

Do not marry your petitioner before you have received your visa and traveled to the United States. The law requires K1 visa applicants to remain legally free to marry throughout the process. If you get married, even to your fiancé(e), your petition will be cancelled and cannot be reinstated. If you get married, your petitioner must file a new petition, and you must start your case from the beginning.

SPECIAL NOTE FOR K3 VISA APPLICANTS

K3 visas are for spouses of American citizens. K3 visa applicants **MUST** be married to the petitioner.