



## Document Submission Letter/U.S. Embassy Manila Nonimmigrant Visa

Applicant's Name: \_\_\_\_\_

Representative's Name/Manning Agency or Company: \_\_\_\_\_

Applicant's Contact Number: \_\_\_\_\_

Document/s submission for:

- ☐ Call-in Letter/additional documents (i.e. Photo-recent, 2x2 white background with normal facial expression)
- ☐ Visa correction

Please list the documents you are submitting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Applicant's / Representative's signature: \_\_\_\_\_

### **LBC Representative:**

1. Please verify that the above document list is accurate before sealing the LBC envelope.
2. Please provide the bearer of this letter with a copy of the prepaid airway bill.
3. Please attach this letter to the prepaid airway bill.

**Note:**

The U.S. Embassy in the Philippines transitioned its document delivery services from 2GO Express to LBC in January 2022. Please note that not all LBC branches can accept documents for pick-up or delivery to the U.S. Embassy. There are only 99 dedicated LBC branches for this service. You can find the location of these 99 LBC branches at

<https://www.lbcexpress.com/LBCBranchesODZ>.

The cost for dropping and picking up of documents in these 99 branches is Php 440.00. Pick-up/Drop off of passports and documents at the LBC branch in Mall of Asia will remain free of charge. There will also be an increase in the premium delivery of documents to homes and offices and the cost will also be Php 440.00. For any inquiries regarding the delivery of your documents, you can send an email to [ustraveldocssupport@lbcexpress.com](mailto:ustraveldocssupport@lbcexpress.com) or you can also call the LBC hotline at (+632) 8858-5999.