



# United States Consulate General – Hong Kong and Macau

26 Garden Road

Central, Hong Kong

Website: <https://hk.usconsulate.gov>

Email: Visa Inquiry Form at our Website

## INSTRUCTIONS FOR FIANCÉ VISA APPLICANTS

Please carefully follow the instructions below to prepare for your interview.

- STEP 1: Obtain the documents on the checklist below which pertain to you. **DO NOT SEND** any of these documents to this office.
- STEP 2: Please complete DS-160 Nonimmigrant Visa Electronic Application on-line at <https://ceac.state.gov/GenNIV/Default.aspx> for each accompanying applicant. Print out the DS-160 confirmation page.
- STEP 3: Please sign Form DS-2001-HNK (Notification of Applicant Readiness) and the Document Checklist and return them to this office with the DS-160 confirmation page when you have obtained all the required documents for the visa interview.

### DOCUMENT CHECKLIST

1. **BIRTH CERTIFICATE:** You must submit a birth certificate. If you or any children were adopted, submit the final adoption decree. If you cannot get a birth certificate, present secondary evidence of birth, the Certificate of Registered Particulars from the Hong Kong Immigration Department. Please note that any documents issued in the Philippines must be issued by the National Statistics Office on security paper.
2. **POLICE CERTIFICATE:** Police certificates are required if you are aged 16 years or older. The table below shows how many police certificates are required based on where you live and have lived previously. Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF you.....	AND...	THEN you need a police certificate from...
are living in your country of nationality at your current residence for more than <b>6 months</b>	are 16 years old or older	the police authorities of that locality.
lived in a different part of your country of nationality for more than <b>6 months</b>	were 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than <b>12 months</b>	were 16 years or older at that time	the police authorities of that locality.
were arrested for any reason, regardless of how long you lived there	were any age at that time	the police authorities of that locality.

The police certificate must

- Cover the entire period of your residence in that area, and
- State what the appropriate police authorities records show concerning you, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

**Note :** Police Certificates from certain countries are unavailable. Please check [country-specific guidelines](https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html) at <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html> for the latest information.

- 3. *COURT & PRISON RECORD*: If you have been convicted of a crime, you must obtain a certified court/prison record even if you have subsequently received a pardon, amnesty, or other act of clemency.
- 4. *MARRIAGE CERTIFICATE*: If you were previously married, you should present your marriage certificate and evidence of the termination of **EACH** prior marriage (divorce deed, death certificate or annulment). Please note that any documents issued in the Philippines must be from the National Statistics Office on security paper.
- 5. *TRAVEL DOCUMENT*: You must have a travel document valid for six months beyond the intended date of entry into the United States.
- 6. *MEDICAL EXAMINATION*: You must have a medical examination performed by an authorized physician. Further information will be advised when you are informed for the visa interview.
- 7. *EVIDENCE OF SUPPORT*: You can submit evidence that you will be self-supporting in the U.S. or a job offer for you or a letter from the petitioner's employer. Form I-134 (**not** Form I-864) executed by the petitioner and his/her federal income tax returns for the most recent tax year may be required when the consular officer deems useful. Download Form I-134 from <http://www.uscis.gov>.
- 8. *EVIDENCE OF RELATIONSHIP*: You must submit photos, letters, phone bills, or other evidence of your relationship to the petitioner.
- 9. *PHOTO*: Two recent photos (taken within the past six months), 2 inches square (roughly 50 mm square) with the head centered in the frame. The photos must be of your full face, against a white or off-white background.
- 10. *DS-160 CONFIRMATION PAGE*: You must bring a printout of the confirmation you received when you completed the online DS-160 application.

#### *NOTES ABOUT DOCUMENTS*

All forms should be completed in English. *Documents not in English should be translated into English and accompanied by a signed statement from the translator stating that the translator is proficient in both languages.*

#### *IMPORTANT INFORMATION*

- 1) Complete DS-160 Nonimmigrant Visa Electronic Application on-line <https://ceac.state.gov/GenNIV/Default.aspx> for each accompanying applicant. Print the confirmation page out and sent it to the Consulate with Form DS-2001-HK and the Document Checklist. Once we have received these documents and have completed our internal processing, we will inform you further regarding your interview appointment with a consular officer.
- 2) Complete and return Form DS-2001-HNK and the Document Checklist to the Immigrant Visa Unit, U.S. Consulate General, 26 Garden Road, Central, Hong Kong, when all of the necessary documents have been collected. Keep all documents until the interview.
- 3) Notify us of any address change. Failure to do so may result in delay in your case.
- 4) We cannot predict if your application will be approved. Do not quit your job, sell your property, or make final travel arrangements until a visa is issued.
- 5) Applicants for fiancé (K) visas and their accompanying children can pay the non-refundable visa application fee of HK\$2,120 online with a credit card or debit card; or at any 7-11 stores in Hong Kong. Applicants must first create their profile at <http://ustraveldocs.com/hk> or through the Consulate call center (+ 852 5808 4666). Applicants should be sure to identify themselves as a fiancé (K) visa applicant. If applicants opt to pay in cash at a 7-11 store, applicants must get a proper pay statement which can be obtained from the created profile. The pay statement then can be taken to any 7-11 stores in Hong Kong for payment. Once paid, the applicant will receive a receipt which must be brought to the Consulate on the day of the interview. Please see <http://www.ustraveldocs.com/hk/hk-niv-paymentinfo.asp> for details.
- 6) The most common reason for our refusal of visas is lack of police certificates. Be sure you have a police certificate from every country where you have lived for more than one year since you turned 16.



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## Notification of Applicant Readiness

**Introduction** Please complete the DS-160 application form online at <https://ceac.state.gov/GenNIV/Default.aspx> and print the confirmation page.

Please notify the Immigrant Visa Unit that you are ready to schedule your interview appointment by using this form, DS-2001-HNK. The form indicates that you and your family members (if applicable) have obtained all the necessary documents for the fiancé visa interview.

**Document requirement** Please obtain the original documents, or certified copies, listed in the Instructions for Fiancé Visa Applicants (Form HNK-1-K1) for yourself and each family members who will accompany you to the United States. All documents that pertain to your petition are required even if they were previously submitted with your petition to the U.S. Citizenship and Immigration Services of the Department of Homeland Security. As you obtain each document, place a check before each item on the following Document Checklist.

**Signature** Please fill out the information below and sign

\_\_\_\_\_  
Case Number &  
Preference Category

\_\_\_\_\_  
Complete Name – Please Type or Print

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date of birth (mm-dd-yyyy)

\_\_\_\_\_  
Applicant’s daytime telephone number  
and mobile phone number

I attest that **I have completed DS-160 online indicated on Form HNK-1-K1** and have all of the documents applicable to my case specified in the enclosed Document Checklist; and I am prepared for a visa interview.

\_\_\_\_\_  
**Signature**

**Please mail the Form DS-2001-HNK, Document Checklist, and DS-160 confirmation page to:**

**Immigrant Visa Unit  
U.S. Consulate General  
26 Garden Road  
Central, Hong Kong**



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### Document Checklist

Please do not mail any documents to the Consulate. You will be required to furnish documents applicable to your case on the day of your visa interview.

- Print out of the confirmation you received after completing the online DS-160 application.
- Passport valid for six months beyond the intended date of entry into the United States
- Birth certificate  
If you were born in China, see Form HNK-3 for information to obtain a Chinese birth certificate.
- Adoption certificate
- Police certificate for your country of residence for the last 6 months and other countries if you have lived there more than 12 months after the age of 16. **YOU ARE REQUIRED TO OBTAIN CHINESE POLICE CERTIFICATE IF YOU STAYED THERE OVER ONE YEAR AFTER AGE 16.**  
Please list the countries for which you have obtained police certificates:

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- Marriage certificate
- Divorce certificate — petitioner and applicant who have been previously married must obtain legal proof of termination of each prior marriage if the immigration is based on marriage
- Child custody order
- Affidavit of support
- Visa photograph
- Evidence of relationship between the principal applicant and petitioner, as well as between the principal and all beneficiaries
- Certificate of trial and court transcript if you were ever convicted of a crime

Please declare on visa form of aliases or variations in the English spelling of names that appear on birth certificates, marriage certificates, or any other official document issued by any government. This includes English spellings of names in Mandarin and Cantonese and maiden names. All forms should be completed in English.

Documents not in English should be translated into English and accompanied by a signed statement from the translator stating that the translator is proficient in both languages.

**Civil documents including birth, adoption, death, divorce, marriage termination/annulment originated from the Philippines must be issued by The Philippine Statistics Authority on official security paper.**



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### FIANCÉ VISA FEES AND PASSPORT DELIVERY

For each visa (K-1 or K-2), you must pay a non-refundable application fee of HK\$ 2,120 online with a credit card or debit card; or at any 7-11 stores in Hong Kong. To pay this fee, you must first create your profile:

1. Go on-line to <http://ustraveldocs.com/hk>

or

2. Call in Hong Kong +852 5808 4666 (9:00 am – 5:00 pm)  
Or in the U.S. +1 703 665 1986 (9:00 am – 5:00 pm Eastern Standard Time)  
*Closed on weekends and public holidays*

Please be sure to indicate that you are applying for a K visa so that your fees are properly calculated. If you opt to pay in cash at a 7-11 store, you must print a proper pay statement which can be obtained from created profile. The pay statement then can be taken to any 7-11 stores in Hong Kong for payment. Once paid, you will receive a receipt that you must bring with you to the U.S. Consulate on the day of your interview.

Please see <http://www.ustraveldocs.com/hk/hk-niv-paymentinfo.asp> for details.

#### **Fees must be paid prior to the interview.**

You also need to arrange for return delivery of your passport on-line at <http://ustraveldocs.com/hk>. Passports and packets can only be delivered to Hong Kong Island, Kowloon, New Territories, Parts of Lantau Island, Chek Lap Kok and Ma Wan. For other locations (namely Macau, other outlying islands and Military or Justice Department locations), applicants must collect their packets from one of the designated SF Express offices.

Please call the Global Support Services (GSS) Call Center (+852 5808 4666) if you are unsure if delivery is available to your home.

For information regarding the designated SF Express offices and fee requirements, please visit <http://ustraveldocs.com/hk>.



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### POLICE CLEARANCE CERTIFICATE

A police certificate is a certification by appropriate police authorities stating what their records show concerning an applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. The certificate must cover the entire period of your residence in the jurisdiction of the issuing police authority.

You must provide a police certificate if any of the following circumstances apply:

1. If you hold a Hong Kong passport or document of identity (i.e. have the right of abode in Hong Kong) and have resided in Hong Kong for 6 months or more when you were 16 years or older, you must provide a Hong Kong police certificate. The certificate must cover the entire period of your residence in Hong Kong.
2. If you hold a Macau passport or travel permit (i.e. have the right of abode in Macau) and have resided in Macau for 6 months or more when you were 16 years or older, you must provide a Macau police certificate. The certificate must cover the entire period of your residence in Macau.
3. If you have lived in your country of nationality (e.g. Mainland China, Taiwan, Philippines, Singapore, Canada) for 6 months or more when you were 16 years or older, you must provide a police certificate from that country. The certificate must cover the entire period of your residence in that country.
4. If you lived in a country other than your country of nationality for more than 12 months and you were 16 years or older at that time you must provide a police certificate from that country.
5. If you were arrested for any reason at any age you must provide a police certificate from the relevant jurisdiction documenting the arrest.

Note that residency in a country does not necessarily need to be continuous. Short times outside the country (e.g. temporary visits back to your home country, school breaks, holidays etc.) do not break this residency. For example, a college student who studies for four years in Canada for nine months each year but returns to Hong Kong during summer breaks would still need a police certificate from Canada even though she did not live in Canada for a continuous 12 months.

Non-U.S. police certificates for your current residence must be no more than 24 months old. If you have lived in the United States for the past 12 months, then the police certificate(s) for your foreign residences may be more than 12 months old. However, non-U.S. police certificates must still cover the entire time that you resided in other countries for more than one year.

Police certificates are not required for any periods of residence in the United States.



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Individuals residing in Hong Kong need to apply in person at the Certificate of No Criminal Conviction Office at

14/F, Arsenal House,  
Police Headquarters,  
1 Arsenal Street,  
Wan Chai, Hong Kong

The office is open from 9am to 5:15pm from Monday to Friday. (Note: The payment window is closed daily between 1-2pm and stops accepting payments at 5pm.)

You must present the following to request a Certificate of No Criminal Conviction:

1. Your Hong Kong ID card,
2. The original and one copy of the letter from the U.S. Consulate General (included with this packet) indicating the need for the certificate,
3. For children (K-2 applicants), an original and one copy of the child's birth certificate or other document proving the relationship to the principal applicant, and
4. The processing fee of HK \$250.00 per person.

You must consent to have your fingerprints taken, and you need to sign an authorization for Hong Kong Police to keep your fingerprints. Finally, you need to authorize Hong Kong police to share the results with the Consulate.

More information on applying for the Hong Kong Certificate of No Criminal Conviction can be found on-line at [https://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/cert\\_no\\_crime.html](https://www.police.gov.hk/ppp_en/11_useful_info/cert_no_crime.html) , or by calling the Certificate of No Criminal Conviction office hotline on (852)2396 5351.

For specific information on obtaining police certificates from other countries or jurisdictions, please review the Reciprocity Tables available at:

<https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html>



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# CIVIL DOCUMENTS AND POLICE CERTIFICATES FROM THE PEOPLE'S REPUBLIC OF CHINA

## Civil Documents

All Chinese documentation to be used abroad is processed through the notary offices and issued in the form of Notarial Certificates. Notarial offices are located in all major Chinese cities and in rural county seats. Individuals residing outside of China may obtain Notarial Certificates from the notarial office with jurisdiction over the county of previous residence. Chinese relatives or friends may request issuance of certificates on behalf of someone now living abroad, although they should have specific written authorization from the interested party before they request certificates.

Notarial Certificates are available for the following life events:

- Birth
- Marriage
- Divorce
- Death

It is important to note that notarial certificates are considered secondary evidence of a live event. Applicants must provide also any available primary documentation (e.g. original birth or marriage certificates). The absence of original, primary evidence can delayed the processing of your visa application considerably.

For more information on Notarial Certificates, please see the State Department's website <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country/China.html>

## Police certificates

Applicants should apply for a certificate of no criminal record at the local Public Security Bureau (PSB) (or certain types of employers such as state owned enterprises), then make application to the notary office for a certificate based on the PSB document. Persons without a criminal record will be able to obtain a certificate to that effect. Certificates for individuals with one or more criminal convictions will list all convictions for which records still exist.

## Court Records

Normally, when someone is tried by a people's court or by an organ of the executive branch of government, some record remains of the case even for a political crime. The applicant must request court records in all instances. Most court records will also indicate the original sentence, the actual sentence served and any reduction or commutation of the original sentence. Court records are generally not available for the period prior to 1949.

## Military Records

Military records from the PRC are generally not available.





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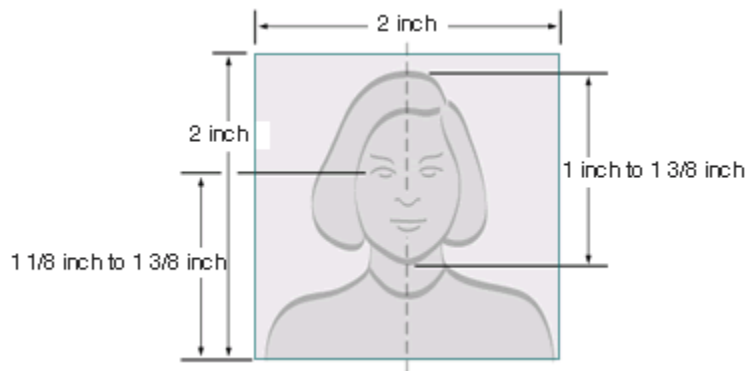
Email: Visa Inquiry Form at our Website

### PHOTOGRAPH REQUIREMENTS

Your photo is a required part of your visa application. We recommend you use a professional visa photo service to ensure your photo meets all the requirements.

Your photos or digital images must be:

- In color.
- 2 inches x 2 inches (51 mm x 51 mm) in size.
- Sized such that the head is between 1 inch and 1 3/8 inches (25 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head.



- Taken within the last 6 months to reflect your current appearance.
- No eyeglasses
- Taken in front of a plain white or off-white background.
- Taken in full-face view directly facing the camera.
- With a neutral facial expression and both eyes open.
- Taken in clothing that you normally wear on a daily basis.

Should there be any discrepancy between the English and Chinese versions of this checklist, the English version shall prevail.



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### LOCAL ASSISTANCE IN COMPLETING VISA FORMS

Each applicant bears final legal responsibility for all information contained in his/her application form. By signing (or providing your fingerprint) under oath that the information is true and complete you acknowledge that any errors or omissions in that information is due solely to your own negligence.

However, you may choose to seek assistance in completing the on-line application either from a friend, family member, lawyer or other knowledgeable person. Sources that may provide such assistance, often for a fee, include: cultural or religious groups, private attorneys and non-government organizations. The International Organization for Migration (IOM) has indicated they are willing to provide assistance to applicants in completing the necessary forms. They can be reached at:

International Organization for Migration (IOM)  
Room A, 8/F., Kee Shing Centre  
74-76 Kimberley Road, Tsim Sha Tsui, Kowloon

Telephone: (852) 2332-2441 or 2332-2446

**The U.S. Government, including the U.S. Consulate General in Hong Kong, does not assume responsibility for the professional ability or appropriateness of the IOM in Hong Kong. As in all cases, the applicant bears final responsibility for the information included in the application.**