



**CONSULATE GENERAL OF THE  
UNITED STATES OF AMERICA  
HONG KONG AND MACAU  
26 Garden Road  
Central, Hong Kong**

## **INFORMATION FOR IMMIGRANT VISA APPLICANTS**

The Immigrant Visa Unit at the U.S. Consulate General, Hong Kong is processing your application for an immigrant visa. Before you can schedule your interview appointment, you should prepare all the required documents. When you have obtained all of the required documents and are ready to schedule your interview, please notify us by mailing the attached Notification of Applicant Readiness (DS2001), Document Checklist and confirmation page for DS-260 to the Immigrant Visa Unit. Keep all required documents for submission at the time of visa interview.

*This packet includes:*

- What to do next?
- DS-260 Online Immigrant Visa Application
- Local Assistance in Completing Visa Forms
- Registration for immigrant visa delivery
- Children Who Are About To Reach 21 Years of Age
- Document Requirements
- I-864, Affidavit Of Support under Section 213A of the INA
- Photograph Requirements
- Police Clearance Certificate
- Civil Documents and Police Certificates from the People's Republic Of China
- Preparing for the Interview
- Document Checklist
- Notification Of Applicant Readiness (DS2001)

## ***PLEASE CAREFULLY READ ALL OF THE INFORMATION IN THIS PACKET***

Applying for an immigrant visa to the United States can be time consuming and confusing. By following the instructions and tips in the pages that follow, you can avoid the most common problems that delay issuance of an immigrant visa.

To inquire about the status of your visa application with the U.S. Consulate General, please use the visa inquiry form:  
<https://hk.usconsulate.gov/visas/visa-inquiry-form>



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## **WHAT TO DO NEXT?**

At this time each applicant for an immigrant visa must do the following:

1. Complete Form DS-260 on-line at <https://ceac.state.gov/iv> and print the confirmation page out
2. Apply for all necessary police certificates
3. Obtain a new passport if your current passport does not meet the requirements below
4. Assemble all of the civil documents required in support of your application.

The principal applicant in each case (i.e. the individual who is the subject of the petition) must complete the following:

1. Register on-line at <http://ustraveldocs.com/hk> for immigrant visa delivery, and
2. Mail the NOTIFICATION OF APPLICANT READINESS (DS-2001) and the Document Checklist (found at the end of this packet) to the Immigrant Visa Unit *ONCE ALL DOCUMENTS ARE READY*.

Please note that each applicant must obtain the original and one copy of the documents indicated below even if these documents have already been provided to USCIS.

Approximately one month before you can schedule your interview appointment with a consular officer, the Consulate will send you an Appointment Package. This package will include the letter you will need to schedule your medical examination.

### **Contact Information**

Please notify the Consulate if any circumstances of your application have changed.

For example:

- Change of address;
- Change of Marital status;
- Death of petitioner; or
- Birth or adoption of children.

You can contact us

- **By mail:** Immigrant Visa Unit  
U.S. Consulate General  
26 Garden Road  
Central  
Hong Kong
- **By Internet:** <https://hk.usconsulate.gov/visas/visa-inquiry-form>

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## **DS-260 ONLINE IMMIGRANT VISA APPLICATION**

All applicants must complete the visa application online at <https://ceac.state.gov/iv>. You must have your case number and National Visa Center (NVC) invoice ID number to start the on-line application.

The case number begins with HNK followed by 10 digits. You can find this number on correspondence from the National Visa Center (NVC) or from the U.S. Consulate.

The NVC invoice ID number is normally an 8-digit number provided by NVC. If you have not received such a number from NVC, please use the principal applicant's date of birth in format DD-MMM-YYYY. Please contact the IV Section if you have questions about this number.

You must answer all questions in English. Each applicant must complete (or have completed for them) a DS-260.

You may save your partially completed DS-260 at any time by clicking on the "Save" button at the bottom of every page. If you need to step away, simply click the "Save" button to save your progress, and click on "Sign Out" in the upper right-hand corner of the screen. All data that you entered up to the point of clicking on "Save" will be stored until you are ready to continue completing the form.

To ensure your privacy if you step away in the middle of data entry, the DS-260 has a "time out" feature. If your DS-260 application is idle for approximately 20 minutes, Consular Electronic Application Center (CEAC) will log you off. All data that you entered up to the last time you clicked "Save" will be stored until you are ready to continue completing the form. Any data that you entered after clicking "Save" will be lost.

You can access your saved application by returning to the CEAC website and selecting View/Edit from the IV and Alien Registration section of the Immigrant Visa – Summary Information screen. You will then be provided with a list of all applicants in your case along with the status of each application (NOT STARTED, INCOMPLETE, or SUBMITTED). To continue updating an incomplete application, simply click on the "Edit" button to the right of the application's status.

Once you submit your application, by clicking the "Sign and Submit Application" button on the "Sign and Submit" page, you will be unable to access your application again without the assistance of NVC, or the U.S. Consulate General Hong Kong.

The completed DS-260 application form will generate an alpha-numeric barcode confirmation page. The printed confirmation page is required for taking your medical examinations and the interview at the U.S. Consulate.

**A NOTE ABOUT ALIASES:** On the DS-260 you MUST indicate all aliases and previous names used such as maiden names, names changed by a deed poll, and alternate transliterations of your name in English.

***Failure to complete all necessary portions of your application or to provide sufficient detail as necessary will result in significant delays in processing and issuing your immigrant visa.***

***Failure to answer all questions truthfully could make you ineligible for a U.S. visa.***

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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.**

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## **REGISTRATION FOR IMMIGRANT VISA DELIVERY**

The U.S. Consulate General uses SF Express for delivery of passports and immigrant packets within Hong Kong. All applicants for immigrant visas (IVs) need to arrange for return delivery of the immigrant visa on-line at <https://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:

Once registered, applicants will be assigned a **unique identification number (UID)**. Please include this number on the Notification of Applicant Readiness/DS2001 (at the end of this document). This number will assist the courier and applicant in tracking deliveries.

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 <https://ustraveldocs.com/hk> .

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## **CHILDREN WHO ARE ABOUT TO REACH 21 YEARS OF AGE**

If you have children who intend to immigrate with you to the United States or to join you in the United States at a later date, your children must be:

- Unmarried,
- Eligible to be listed under your visa classification, and
- Either under the age of 21 at the time they enter the United States or eligible for child status under the Child Status Protection Act (CSPA).

Children who fall into these categories pose specific issues for parents. You are advised to contact the IV Section of the U.S. Consulate General as soon as possible if any of your children are nearing the age of 21.

Children of U.S. citizen mothers, children of U.S. citizen fathers, or children of spouses of U.S. citizens, must have separate immigrant visa petitions filed on their behalf.

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## **DOCUMENT REQUIREMENTS**

Please obtain the original documents or certified copies for yourself and each family member who will accompany you to the United States. Along with the originals, you must bring one photocopy of each document. Originals will be returned to you, but the copies will be kept for your official file. All documents that pertain to your petition are required, even if they were previously submitted to the U.S. Citizenship and Immigration Services with your petition.

All civil documents furnished must be issued by a public authority. Those originating from the United States must be obtained from a State Vital Statistics Office or a city, county, or other local office.

All documents not in English must be accompanied by certified English translations. The translation must include a statement signed by the translator stating that the translation is accurate; and the translator is proficient in both languages.

**Do not send any documents to the Consulate.** Bring all your original documents, or certified copies, plus one photocopy to the immigrant visa interview.

### **Passport**

A Passport must be valid for six months beyond the intended date of entry into the United States. ***Passport must have a complete date of birth.*** Visas cannot be issued to passports with only the year of birth.

Please bring a copy of the bio-page of each passport.

### **Hong Kong and Macau ID Card**

Residents of Hong Kong or Macau should bring their ID cards with them to the interview. Please also bring a copy of each applicant's ID card.

### **Birth Certificate**

Obtain the original or certified copy, 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). The certificate must contain the:

- Person's full legal name
- Date of birth
- Place of birth
- Names of both parents
- Annotation by the appropriate authority indicating that it is an extract from the official records.

For documentation from China, please see Civil Documents and Police Certificates from the People's Republic of China.

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**Unobtainable Birth Certificate**

At times a birth certificate is unobtainable because your or another applicant's birth was not officially recorded, because the records have been destroyed or because the appropriate government authority will not issue a certified copy. In such situations, you must first obtain a written statement from the appropriate government authority stating the reason your birth record is not available. You must then also submit original secondary evidence of your place of birth and of your parents. Examples of such secondary evidence might include:

- Certificate of Registered Particulars issued by the Immigration Department, Hong Kong,
- A baptismal certificate that contains the date and place of birth and both parents' names providing the baptism took place shortly after birth
- An adoption decree for an adopted child, or
- An affidavit executed shortly after birth from a close relative, preferably the applicant's mother, stating the date and place of birth, both parents' names, and the mother's maiden name.

**Adoption Certificate**

For adopted children, please obtain an original certificate or final adoption decree. The certificate must show date and place of adoption, along with the names of the adoptive parents. This certificate must be issued by a public authority and show a public record exists of the adoption.

For documentation from China, please see Civil Documents and Police Certificates from the People's Republic of China.

**Marriage Certificate**

Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

For documentation from China, please see Civil Documents and Police Certificates From The People's Republic of China.

**Termination of Prior Marriage**

Applicants who were previously married must provide evidence of the termination of EACH prior marriage (i.e. divorced decree, death certificate, or certificate of annulment). As with other documents, you must provide either the original or a certified copy. The documents must be issued by a competent authority and bear the appropriate seal or stamp of that authority.

**Military record**

Persons who have served in the military forces of any country must obtain one copy of their military records where available. The State Department's website <http://travel.state.gov> has information on the availability of such records and how to obtain them for each country.

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

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**I-864, AFFIDAVIT OF SUPPORT  
UNDER SECTION 213A OF THE INA**

The Affidavit of Support is a legal contract between the petitioner for an immigrant visa applicant and the US Government. It ensures that the visa applicant has adequate means of financial support and is unlikely to become a public charge after entering the US.

Form I-864, is legally required for many family-based and some employment-based immigrants to show they will have adequate means of support after immigration to the U.S. Generally, the following intending immigrants need an I-864 Affidavit of Support:

- Applicants for family-based immigrant visas, including certain orphans.
- Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

If a household member (most commonly a spouse) will combine his or her income with the petitioner, then that household member must submit an I-864A.

**Important Note:** For detailed explanation regarding who needs an Affidavit of Support, see Page 1 of the Instructions for each form: I-864EZ, I-864 and I-864A.

For complete instructions and details on the Affidavit of Support, please refer to

<http://travel.state.gov>

Note: Applicants for non-family based visa categories must show evidence that they are not likely to become public charges while in the United States, but they are not required to file an I-864.

Please download Form I-864 from <http://www.uscis.gov>. Note that only the current form may be used. Use of previous versions will delay processing of the visa.

To inquire about the status of your visa application with the U.S. Consulate General, please use the visa inquiry form: <https://hk.usconsulate.gov/visas/visa-inquiry-form>



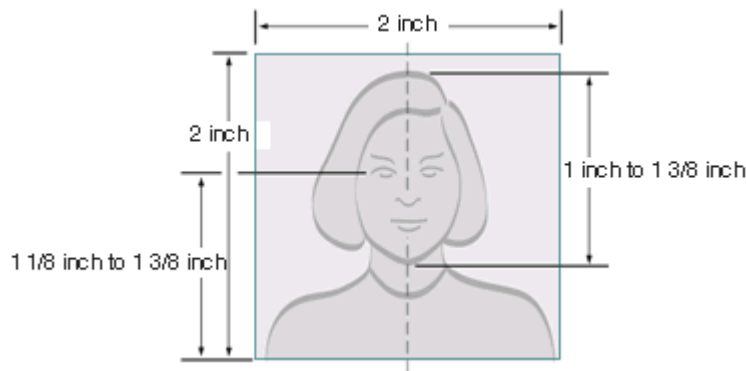
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## **PHOTOGRAPH REQUIREMENTS**

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.

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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 old 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 old 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 old 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.

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

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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, 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 \$225.00 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.

Individuals residing in Macau need to apply in person at

Direcção dos Serviços de Identificação  
Avenida da Praia Grande, No. 804,  
Edifício China plaza, 1º andar,  
Macau

Applicants must provide a copy of their Bilhete de Identidade de Residente de Macau (BIR) card, a full set of fingerprints and pay a fee of MOP 50.00 for standard service (MOP 150.00 for express service).

More information on applying for the Macau Certificate of Criminal Record can be found on-line at [www.dsi.gov.mo/certificate\\_e.jsp](http://www.dsi.gov.mo/certificate_e.jsp), or by calling the Direcção dos Serviços de Identificação hotline on (853)2837 0777 or (853)2837 0888.

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

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

Obtaining police certificates from some countries can take some time. You should begin requesting these reports once you receive this packet. For some countries (e.g. Singapore), you will need a letter from the Immigrant Visa Section of the U.S. Consulate General. If you know you will require such a letter, please contact the IV section immediately for further instructions.

Persons who have been convicted of a crime must obtain a certified copy of each court record, regardless if he or she benefited from an amnesty, pardon or other act of clemency. Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted, and
- The disposition of the case, including sentence or other penalty or fine imposed.

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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 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 delay 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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## **PREPARING FOR THE INTERVIEW**

When preparing for the visa interview, please pay attention to the following important points:

- Any civil or other documents not in English must be accompanied by a certified English translation.
- You should bring the original and one copy of each civil document (e.g. birth certificates). The original will be returned to you following the interview. The copy will be retained for your immigration file.
- Any civil documents from the Philippines including birth, adoption, death, marriage, divorce, marriage termination and annulment issued must be issued by The Philippine Statistics Authority on official security paper.
- All immigrant visa applicants, including children under 14, must appear in person for an interview.
- If your visa petition is based on a family relationship, you should be prepared to provide sufficient documentary and other evidence to prove the relationship (e.g. birth certificates, family photos, letters etc.).
- If you are applying for an employment-based immigrant visa, you should be prepared to provide sufficient evidence to show that you have achieved the necessary level of education or experience to fill the position described in the visa petition.
- If you are applying for a Diversity Visa, you should expect to demonstrate that you have the necessary educational background to qualify for the program.
- While the police certificates do not expire per se, they can become stale. If the police certificate you provided with your visa application is more than 24 months old, you will be asked to obtain a new one.
- The Consulate may request that you provide additional information if any of the civil documents or information you provide is incomplete or unacceptable. The interviewing officer may also require additional information to establish your eligibility for the visa. Careful preparation of your information can alleviate any difficulties in the future.

Visas are often approved the same day for applicants who are prepared with these documents. Visas cannot be approved until applicants submit all required documents and have demonstrated their qualifications for a visa.

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## **DOCUMENT CHECKLIST**

**Do not mail any documents to the Consulate.  
You must bring all documents with you on the day of your visa interview.**

On this checklist, as you assemble the required documents, place a check in the appropriate box to indicate a completed task.

Once you have compiled all the necessary documents, mail this checklist, the attached Notification of Applicant Readiness form (DS-2001) and confirmation page for DS-2001 to the Immigrant Visa Section of the U.S. Consulate General.

**FOR EACH APPLICANT:**

- Passport valid for six months beyond the intended date of entry into the United States
- Birth certificate
- Adoption certificate(s) as necessary
- All necessary police certificate(s)
- Marriage certificate(s)
- Divorce decree(s)
- Death Certificate(s) for any previous spouse(s)
- Child custody order(s)
- Affidavit(s) of support
- Visa photographs

**FOR THE PRINCIPAL APPLICANT:**

- Secondary evidence of the petitionable relationship (i.e. evidence of a continuing and legitimate relationship between the petitioner and the beneficiary of the petition)

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**NOTIFICATION OF APPLICANT READINESS (DS2001)**

Once you have assembled all necessary documents, you must notify the Immigrant Visa Section of the U.S. Consulate General that you are ready to proceed with the processing of your visa application.

Complete all items below and mail this page along with the completed document checklist and confirmation page for DS-2001 to:

Immigrant Visa Unit  
Consulate General Of The United States Of America  
26 Garden Road  
Central, Hong Kong

**DO NOT MAIL ANY OTHER DOCUMENTS AT THIS TIME.**

Bring all the documents indicated on the checklist with you to the interview.

CASE NUMBER	PRINCIPAL APPLICANT NAME (Last Name, First Name)
VISA CATEGORY	PRINCIPAL APPLICANT DATE OF BIRTH
UID NUMBER (FROM <a href="http://ustraveldocs.com/hk">ustraveldocs.com/hk</a> )	PRINCIPAL APPLICANT'S PASSPORT NUMBER
DAYTIME CONTACT NUMBER	MOBILE NUMBER
PRINCIPAL APPLICANT'S MAILING ADDRESS	COMPLETE LIST OF APPLICANTS

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You must bring all documents with you on the day of your visa interview.**

To inquire about the status of your visa application with the U.S. Consulate General, please use the visa inquiry form:  
<https://hk.usconsulate.gov/visas/visa-inquiry-form>