



**National Visa Center -
Consular Processing Checklist**

_____ \$ _____ **Service Fee / Form Preparation fee for consular processing**

Case Number: _____

Invoice ID _____

Email: _____

Petitioner: _____

_____ **\$325 & \$120 NVC invoices**

Invoices and invoice payments expire in one year.

_____ **Proof of Petitioner USC or LPR status**

_____ **Income Tax Returns for the 3 most recent years**

_____ **Forms W2 for the most recent year**

_____ **Letter from Employer** (of permanent resident or Citizen)

_____ **Form DS 260 to be completed on line** for each traveling applicant

_____ **I 864 Application** (prepared in the office)

<https://www.uscis.gov/i-864p>

Applicant/Beneficiary: _____

_____ **2 Photos Passport Style**

_____ **Unexpired Passport** - must be current; expiration in more than 1 yr. from date of interview

_____ **Original Birth certificate of beneficiary**

_____ **Marriage Certificate** (if applicable)

_____ **Birth Certificates of all children** (if applicable)

_____ **Police Clearance** for each traveling applicant

_____ **Certified Court Dispositions** - if you have ever been arrested in the US.

_____ **Immigration History Documents, motions granted by the Immigration Judge**

Join Sponsor/Co-Sponsor: _____

_____ **Co sponsor I-864 / Joint Sponsor I 864 and attachments (if applicable)**

- Proof of LPR or USC status
- 3 years last taxes
- Form W2's
- Letter from Employer

_____ **I-864A - Household Member contract**

- Proof of LPR or USC status
- 3 years last taxes
- Form W2's
- Letter from Employer

OTHER:

_____ Custody Letter – If there are step children involved, submit a letter from the father/mother of the children that they are not opposed to the children immigration to the US. Must be notarized

_____ Form I-601 with the \$930 filing fee if requested by an officer

_____ Form I-212 with the \$930 filing fee (prepared in the office), If your family member has ever been removed from the United States

_____ Declarations for Waiver (prepared in the office)

_____ Family photos

_____ Certified Court Records

_____ Military Records

PLEASE PRINT ON COMPANY LETTERHEAD
(If letterhead is not available, attach a business card)

DATE:

To Whom It May Concern:

This letter is to serve as verification of the continuous employment of

_____ at _____
Full Name Of Employee Place Of Employment

since _____ as a _____.
Date Of Hire Employee Title.

_____ earns _____ per month.
Name Of Employee Amount

If you have any question regarding this individual's employment, please feel free to
contact me at _____.
Phone Number

Sincerely,

Signature