



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

INSTRUCTIONS FOR K-1/K-2 VISA APPLICANTS

PART I

This office has received notification of approval to process your K-1/K-2 nonimmigrant visa application. 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 are applicable in 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* the documents that are required to process your case, **you must complete and sign** Forms OF-169 and DS-230, as attached. Send these forms to the Embassy to the following address:

Embajada Americana, Sección de Visas de Inmigrante, Cra. 45 No. 24B-27, Bogotá

Or by fax: 315-4155 (Bogotá)

IMPORTANT NOTE #1: When you have completed the previous steps, the Embassy will send you a formal interview letter. This letter will be sent to you by the Colombian national mail system within 4 to 6 weeks after the Embassy has received the signed forms OF-169 and DS-230. Please do not call or write unless you are notifying us of the birth of an accompanying child, death of the petitioner or any of the members accompanying, or a change of address.

IMPORTANT NOTE #2: The consular officer cannot decide whether or not to issue you a visa until you formally apply and are interviewed. Therefore, we strongly recommend that you **NOT** make non-refundable flight arrangements or other travel plans until and unless you actually receive your visa. If approved, you must return to the Embassy to pick up your passport and visa two days after the scheduled interview.

TRANSLATIONS: Any document in any language other than Spanish or English must be translated into English by a competent translator.

PART II

Fill out two (2) Forms DS-156 (Nonimmigrant Visa Application), one (1) Form DS-156K (Nonimmigrant Fiancé(e) Visa Application) and one (1) Form DS-230 Part I (Application for Immigrant Visa and Alien Registration – Biographic Data). You must answer all questions. If your children are applying for a visa with you, each must completely fill out two (2) Forms DS-156 and one (1) Form DS-230 Part I.

You must complete all the information requested in the above forms. Presenting incomplete documentation will cause delays in your visa processing. Do not sign the above forms until you are told to do so.

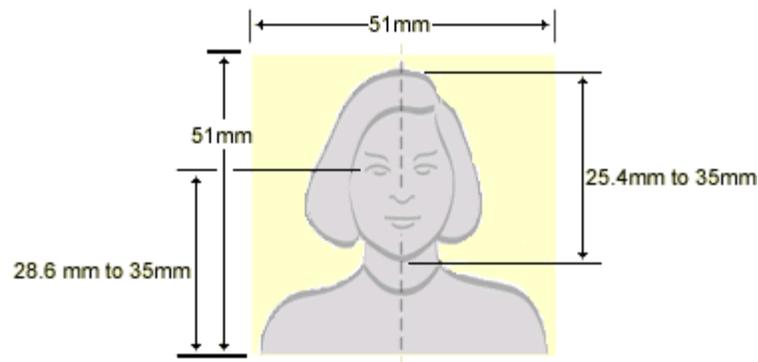
IMPORTANT:

All documents presented in regards to your application may be investigated by our Fraud Prevention Unit. Presenting false or fraudulent documents may make you permanently ineligible to obtain a visa.

PHOTOGRAPH INSTRUCTIONS

PHOTOGRAPH INSTRUCTIONS FOR THE IMMIGRANT VISA APPLICATION

- Photos must be 5 cm x 5 cm.
- Color photograph.
- Photo must be recent (taken no more that 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.



DECLARATION

(OF-169)

Dear Consular Officer:

I have completed all documents requested by your office. I wish to process my fiancé/e visa and request an interview for myself and for the qualified members of my family that will be traveling with me. **I understand that you cannot guarantee that I will be granted a visa and I understand that I should not leave my job, sell properties, or make travel arrangements until I receive the visa.**

**Also attached: Form DS-230
(Completed but not signed)**

_____ **Your Signature**

ANNEX B - LIST OF DOCUMENTS

- **PASSPORT:** The passport must be valid for travel to the United States and must have at least six (6) months of validity left from the date the visa is issued.
- **PHOTOGRAPHS:** Six (6) recent COLOR photographs (taken no more than six months ago) for each applicant, with a white or off-white background, unretouched, with no border, and showing the applicant's ears. Photographs are necessary for **ALL** applicants. See attached instructions.
- **BIRTH CERTIFICATE:** An original birth certificate or notarized photocopy for each applicant. The copy of the Folio is required. A birth certificate must be presented for each child under age 21. The date/place of birth and the names of the parents must be shown on the birth certificate.
- **MARRIAGE CERTIFICATE:** If you are or were married, you must present an original or a notarized copy of your marriage certificate. You and the petitioner must also present proof of the termination of any previous marriages, such as a death certificate, divorce decree or evidence of annulment (only originals or notarized copies will be accepted).
- **EVIDENCE OF RELATIONSHIP:** You must present evidence that you have a legitimate relationship with the person who has petitioned for you, such as correspondence, photographs, telephone bills and/or any other evidence that demonstrates your relationship over time. Your fiancé/e/ spouse is not required to be present at the interview, but the consular officer may recommend that he/she come to the Embassy for an additional interview at a future date.
- **JUDICIAL AND PRISON RECORDS:** Persons 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 there was an amnesty or other act of clemency or even if the person was found innocent or the charges were dropped.
- **IMMIGRATION RECORDS:** If you have been "Deported" or have been granted a "Voluntary Departure" from the United States, you must bring the relevant documents issued by the Immigration Office.
- **MILITARY RECORD:** You must obtain your record of military service, if applicable and obtainable.
- **POLICE CERTIFICATES:** A Colombian police certificate - Certificado Judicial – is required for every applicant over 18 years of age. It can be obtained in any DAS office in the country. Police certificates are also required from every applicant age 16 or over from all countries (except the United States and Venezuela) where the applicant has resided for at least six months since attaining the age of 16. Please see <http://travel.state.gov/visa/reciprocity/index.htm> if you have questions about the procedures for obtaining a police certificate.

- **DAS CERTIFICATE** – Provide a sealed report from DAS, which will document your travel to and from Colombia for the last 10 years.
- **EVIDENCE OF FINANCIAL SUPPORT:** You should present evidence that demonstrates that neither you nor your children (if applicable) will become a public charge in the United States. You may present Form I-134 (Affidavit of Support) and income information from the petitioner for this purpose. Please see instructions attached in Annex F.
- **MEDICAL EXAMINATION:** You will receive further instructions regarding medical examination procedures.
- **COSTS:** Every applicant must pay the equivalent to US\$100.00 cash in the Banco de Crédito. Payment must occur before the visa interview. You will receive further instructions.

Enclosures:

Form Of 169

[Form DS-230 Part I](#)  (one per applicant)

Annex B - List of Documents

[Form DS-156](#) (two per applicant)

[Form DS-156K](#) (one per principal applicant)

Annex F

[Form I-134](#) (one per family)

ANNEX F

FINANCIAL EVIDENCE

Your Fiance/e (Petitioner) residing in the United States who will assume financial responsibility on your behalf must complete and sign form I-134, Affidavit of Support, indicating that he/she is responsible for you and your accompanying members. The following documents must be attached:

- A. Income Tax Return of the United States (Form 1040) and Certificate of Salary (Form W2), photocopies of last year.
- B. Earning Statements, pay slips. Proof of originals indicating last salary during last year.
- C. Work letter. Indicating place of work, position, salary and period of time working with the company.

NOTE: If your Petitioner presented these documents to the USCIS office where the petition was filed less than 12 months ago, you do not have to bring copies to the interview. The interviewing consular officer may ask for additional information to verify financial support.