



Embassy of the United States of America

We are providing this check list so that you can obtain the following documents and get prepared for your immigration visa interview. You will have to submit all the documents on your interview date. Failure to bring all required documents may result in rescheduling the interview date which may delay the processing of your case.

For all documents not originally issued in English, the original Bangla version as well as an English translation must be submitted to the consular section.

- **PASSPORT:** Every intending immigrant must have a valid passport regardless of age. The passport must have at least eight months validity beyond the issuance date of the visa.
- **APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION FORM (DS-260):** Each applicant should completely fill out the DS-260 Online Immigrant Visa application form. You may find this online immigration visa application form at <https://ceac.state.gov/IV/Login.aspx>
- **REGISTERED BIRTH AND DEATH CERTIFICATES:** For detailed information on birth and death certificates please see attached.
- **MARRIAGE CERTIFICATES:** For detailed information on marriage certificate please see attached.
- **DIVORCE DOCUMENTS:** For you and/or your spouse, if applicable. These documents must be original or certified copies from any U.S. court or registered Kazi office in Bangladesh.
- **AFFIDAVIT OF SUPPORT:** An original I-864 Affidavit of Support (AOS) is required from the petitioner for each immigrant visa applicant. Additional Affidavits from other individuals (“joint sponsors”) may be submitted if the petitioner’s income is not sufficient to support all of the applicants. An original copy of a notarized form I-134 is required for employment categories (skilled and unskilled) from the company for the principal applicant. An I-864 will be required in all follow-to-join cases from the family member in the United States. If your petitioner has already submitted it to NVC, you do not need to bring it again.
- **LAST 3 YEAR’S INCOME TAX RETURNS:** AOS’s should be accompanied by copies of U.S. federal income tax returns and supporting W-2 forms for the year on which the Affidavit of Support was executed, current employment letter(s), pay stubs and relevant bank statements.
- **EVIDENCE OF FAMILY RELATIONSHIP:** Please bring wedding and/or family pictures, letters, etc. as evidence of the claimed relationship. Please try to bring photographs that demonstrate your relationship to your petitioner over time, as well as photos that demonstrate your relationship to the derivative applicants in your case (if any). Please label the photos, clearly identifying the petitioner and each beneficiary. Do not bring large albums. Instead, remove all relevant photos from the album and place them in an envelope. Note that if you cannot present convincing proof of the relationship between petitioner and beneficiary, your case will be significantly delayed or a DNA test may be requested.
- **POLICE CLEARANCE CERTIFICATES:** For detailed information please see attached.



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REMEMBER

PLEASE DO NOT STAPLE OR FOLD ANY DOCUMENT.

YOU MUST WRITE THE CASE NUMBER ON TOP OR BOTTOM OF ANY DOCUMENT, COPIES OF DOCUMENT/S OR PHOTO ALBUMS WHICH YOU SUBMIT TO THE CONSULAR SECTION. WRITE THE NAME AND THE CASE NUMBER OF THE APPLICANTS ON THE BACK OF THE VISA PHOTOGRAPHS.

PLEASE SEND ALL YOUR VISA RELATED INQUIRES TO THE FOLLOWING ADDRESS:

Support-Bangladesh@ustraveldocs.com

WHEN YOU EMAIL US, PLEASE INCLUDE YOUR FULL NAME AND 10 DIGIT CASE NUMBER STARTING WITH DHK.

IF YOU HAVE A SHORT NAME LIKE "Md", "Mohd", "ATM", "AKM", "MST", "MOST", THEN PLEASE WRITE DOWN THE FULL NAME IN THE 3RD LINE OF YOUR DS260. FOR EXAMPLE, "Mohammad", "Mohammed", "Mosammat", "Mosammet"



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INSTRUCTONS FOR REGISTERED BIRTH/DEATH CERTIFICATES

The registered birth/death certificate is issued in compliance with the construct 21 rules of the Government of Bangladesh. These rules provide that the birth/death of any person must be registered with the local Birth/Death register office. The government of Bangladesh has designated local birth and death registry offices throughout Bangladesh. Applicants should contact the birth/death register office in their locality (where they were born/where the deceased was buried). The authorized birth/death registrar office is usually the City Corporation, the Pourashava Office, the Union Porishad Office or the Cantonment Board. However, in some rural areas, the Chairman's office provides registered birth/death certificates.

Every birth/death registry office issues formatted certificates. The format of the birth/death certificate should have the serial number of the register, page number of the register where the data is recorded along with the birth/death details of the person whose birth/death is being registered. It should also have information concerning the identity of person who registered the birth/death.

Affidavits of birth from relatives, friends and neighbors will not be accepted. The birth certificate that the petitioner used when first immigrating to the US must also be submitted in IR-5 and F4 cases. In addition, birth certificates should be presented for all unmarried children under age 21, even if they do not wish to or are ineligible to immigrate at this time.

Death certificates from hospitals, clinics or doctors will not be accepted. If your spouse or previous spouse or any family member related to your case processing is deceased, you should obtain the death certificate from the designated death registry office.



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INSTRUCTIONS FOR MARRIAGE CERTIFICATES

According to Bangladeshi civil law Muslim marriages can only be registered by a Muslim Marriage Registrar (AKA Kazi) and the registration of Muslim marriages is mandatory.

Muslim Marriages: The applicant should contact the Kazi office who registered the marriage to obtain the Muslim Marriage Deed AKA Nikah Nama (Bengali and English version). Both the Nikah Namas (Bengali and English version) must be submitted during the visa interview.

- Section 5(1) of the Muslim Marriage and Divorce Registration Act, 1974, “Where a marriage is solemnized by the Nikah or marriage registrar himself, he shall register the marriage at once”.
- Section 5(2) “Where a marriage is solemnized by a person other than the Nikah Registrar, the bridegroom of the marriage shall report it to the concerned Nikah Registrar within thirty days from the date of such solemnization”.
- Section 5(3) “Where solemnization of a marriage is reported to a Nikah Registrar under sub-section (2), he shall register the marriage at once.”

More information on Muslim Marriage Registration can be found at -
<http://bdlaws.minlaw.gov.bd/act-476.html>

Hindu/Christian/Buddhist Marriages: According to the Hindu Marriage Registration Act, 2012, a Hindu marriage performed in Bangladesh may be registered with the Hindu Marriage Registrar, who has jurisdiction over the locality of the applicant’s residence.

For other religions, including but not limited to Christians or Buddhists, applicants should contact their appropriate Marriage Registrar over the locality of the marriage area or the priest who solemnized the marriage or the administration of the Church/Temple where the marriage was solemnized. The format for these documents may vary but all will contain the similar information pertaining to the concerned parties, the wedding ceremony and the information concerning the identity of the marriage registrar or priest who solemnized and/or registered the marriage.

For information about the Special Marriage Act, 1872, which governs marriages for those who profess no faith, please visit <http://bdlaws.minlaw.gov.bd>.

IMPORTANT: Affidavits of marriage from applicants, relatives or family members will not be accepted.



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INSTRUCTIONS FOR OBTAINING POLICE CLEARANCE CERTIFICATE:

Each visa applicant aged 16 or over must submit a police clearance certificate from the police authorities for each of the following:

- their current residence in the country of their nationality,
- all other countries where the applicant has resided for at least one year, and
- any jurisdiction where the applicant has been arrested for any reason.

Please visit the website - <https://www.police.gov.bd/> to get information on how to obtain Police Clearance Certificate online.

IMPORTANT NOTE: Current and former residents of the United States should NOT obtain any police clearance certificates covering their residence in the United States. If the applicants have lived in any other foreign country for more than one year, they should submit a police clearance certificate that covers the entire period of the applicant's residence in that country.

ARREST RECORD: If any applicant has prior arrest record(s), he or she should submit police clearance certificate(s) showing a record of all arrests, the reason for the arrest(s), and the disposition of each case. The documentation should cite the section of law covering the offense.

Police certificates from certain countries are unavailable. More specific information is available on line at <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>



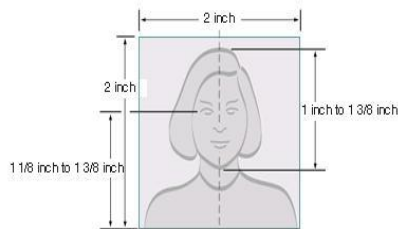
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PHOTO STUDIOS

Below is a list of photo studios that are able to provide you the type of photograph necessary for your visa or passport application. **We are not recommending any particular studio to you.** We do know, however, that all the studios listed have done good work in the past. You may use any studio you wish and are not obligated to use any of the one's listed below:

Quick Photo Studio	V.I.P. Photo Studio & Lab	Hollywood Picture Studio's
Dhaka	Dhaka	Dhaka
24-27, Zahed Plaza, 30th North Avenue Gulshan Circle-2, Dhaka 1212 Phone: 9880955, 8829207, 01959144052, 01841-722255 Email: qpslab@gmail.com	Gulshan Palladium (1 st Floor) Road 95, Gulshan-2, Dhaka 1212 Phone: 9880697, 01914323438 Email: vipstd123@yahoo.com	2-3 Zahed Plaza 30 North Avenue (Ground Floor) Gulshan Circle-2 Dhaka Phone: 8815489, 01819229868
Sonargaon Studio	Qamar Photographers	Commercial Photographer
Dhaka	Dhaka	Dhaka
Russell Center 27 Hatkhola Road (Opposite of Ovishar Cinema Hall), Dhaka 1203 Phone: 01714242567 Email: lilymomotaz@hotmail.com	18/2 Topkhana Road (1 st Floor), Dhaka, Phone: 9563342, 011074291	L Mollick Complex 12 Purana Paltan (2nd Floor) Dhaka 1000. Phone: 9553047, 01911356856 Email: Panorama.mahbub@yahoo.com
Alo Digital Studio, Sylhet		
Shibgonj, Uposhohar Road, Sonapara, Phone: 01558407681, 01726962753 Email: alod.studio@gmail.com		
New Panna Digital Photo Studio, Sylhet		
No. 1, Mohila College Banijik Bhobon (1 st Floor), Zindabazar, Phone: 01711484955, 01971484955, Email: newpannastudio@gmail.com		

Well Composed Photo Composition Examples



IMMIGRANT PHOTO REQUIREMENTS:

- Two (2) identical photographs are required.
- The photographs must be 2x2 inches (51 x 51 mm) in size.
- The photograph must be in color and must be taken in front of a white background. It must be taken in full-face view directly facing the camera, with a neutral facial expression and both eyes open, and both ears visible.
- Eyeglasses are no longer allowed in visa photographs, except in rare circumstances when eyeglasses cannot be removed for medical reasons; e.g., the applicant has recently had ocular surgery and the eyeglasses are necessary to protect the applicant's eyes. A medical statement signed by a medical professional/health practitioner must be provided in these cases. If the eyeglasses are accepted for medical reasons:
 - The frames of the eyeglasses must not cover the eye(s).
 - There must not be glare on eyeglasses that obscures the eye(s).
 - There must not be shadows or refraction from the eyeglasses that obscures the eye(s).
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.



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- The photographs must be taken in clothing that you normally wear on a daily basis. Uniforms should not be worn in the photograph, except religious clothing that is worn daily.
- The photographs must be printed on photo quality paper. Surface of the photograph must be glossy, unretouched, and not mounted.
- You are not allowed to digitally enhance or alter the photograph to change your appearance in any way.
- The photographs must be taken within 6 months prior to your interview appointment date to reflect your current appearance.