



United States Department of State
National Visa Center
31 Rochester Ave., Suite 200
Portsmouth, NH 03801-2915



Sponsor's Name

Barcode

April 25, 2011

Dear Sir/Madam:

Alien's Name

The National Visa Center (NVC) has received all required fee payments for the immigrant visa case of [REDACTED]. Each applicant must now **complete an Application for Immigrant Visa and Alien Registration**. Please go to the Department of State website at www.ImmigrantVisas.state.gov and follow the instructions displayed.

Pay particular attention to the requirements for police certificates. In some cases specific forms must be used to request and obtain required police certificate(s).

IMPORTANT:

E-Mail Processing may be either mandatory or chosen by the principal applicant for this case. If E-Mail Processing **does** apply to this case the required form(s) and documents **must** be scanned and submitted by e-mail to NVCElectronic@state.gov.

If E-Mail Processing **does not** apply you **must** return the enclosed barcode cover sheet with the required form(s) and civil documents to:

National Visa Center
ATTN: CMR
31 Rochester Avenue, Suite 100
Portsmouth, NH 03801-2914

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To avoid processing delays when returning documents to the National Visa Center:

- Write the applicant's case number in the subject line of the e-mail when applicable, AND in the upper right-hand corner of each page of every document.
- DO NOT send documents for ANY OTHER CASES attached to an e-mail.
- DO NOT send information for ANY OTHER CASES in the same envelope unless the NVC's letter is attached to the front of each case's documents

Sincerely,

Director
National Visa Center



Questions

If you have specific questions about a case, please contact the NVC. E-mail is the NVC's preferred method of communication.

E-mail The NVC's e-mail address is nvcattorney@state.gov.

In order to ensure a prompt response:

- * The Subject Line of the e-mail should be the relevant NVC Case Number.
- * Provide the applicant's name and date of birth and the petitioner's name and date of birth.
- * Provide your full name and the name of the law office requesting the information.
- * If the petition is employment-based, include the company/organizational name.
- * Reference only one case per e-mail.

Legal Questions The Visa Office of the Bureau of Consular Affairs' e-mail address is legalnet@state.gov.

24-hour Information An automated recorded message system is available twenty-four hours a day, seven days a week to answer case status inquiries (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

Operator Assistance Telephone operators are available to respond to more in-depth inquiries Monday through Friday from 7:30 AM to 12:00 AM (EST), at (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

Postal Mail National Visa Center
Attn: WC
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2915

When contacting the NVC about a case, always include the following information:

Name of Visa Applicant:
Name of Petitioner:
Case Number:
Foreign State Chargeability



Alien's Name and Address

If a period of one year passes without contact with the NVC (by e-mail, telephone, or mail), all submitted fees and documents expire and must be resubmitted to reinstate the immigration process.

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National Visa Center

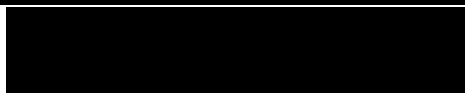
Case Number Barcode Cover Sheet

You **must return a legible copy of this cover sheet** attached to the front of your completed Application for Immigrant Visa and Alien Registration (Form DS-230) **and** supporting civil documents to:

National Visa Center
Attn.: CMR
31 Rochester Avenue, Suite 100
Portsmouth, NH 03801-2914

- Failure to return this page will delay your visa.
- Use this cover sheet for this case only.
- Information for any other case(s) being sent in the same package or envelope must include the cover sheet for that case.

Barcode



NVC Case Number