



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

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March 3, 2011

Dear Principal Applicant:

The immigrant visa petition recently filed on your behalf is now eligible for further processing at the National Visa Center (NVC). You will need the following identification numbers to carry out the next steps in the immigration process:

Your NVC Case Number:
Your Invoice I.D. Number:
Your Beneficiary I.D. Number:



Keep this letter in a safe place.

You will need the identification numbers again during the immigration process.

The first stage of visa processing is to **establish communication with the NVC** by registering an agent and your agent's contact information with the NVC. Your agent is a person you choose to receive communications from the NVC on your behalf. You may act as your own agent, or you may choose your petitioner, a family member, a friend, an attorney, an immigrant assistance professional, or any other person you trust to represent you.

If you decide to register another person as your agent, the NVC strongly recommends choosing a person with e-mail capability and a postal mailing address in the U.S.A. because postal mail delivery can be unreliable in some parts of the world. If you act as your own agent the NVC recommends e-mail as the quickest and most efficient form of communication.

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To **establish communication and register your agent** you must visit the NVC website at **www.ImmigrantVisas.state.gov** and follow the instructions displayed. You may contact the NVC directly for answers to questions or for assistance by any of the methods described on the enclosed NVC visa information sheet. When contacting the NVC or any U.S. Embassy/Consulate about your case always include:

- The principal applicant's full name and date of birth
- The petitioner's full name and date of birth
- Your NVC case number

Sincerely,


Director



Make sure the address is complete and correct. We will use this address for future mailings



U.S. Department of State
CHOICE OF ADDRESS AND AGENT
For Immigrant Visa Applicants


Print or type your full name

Check one box only to the left of the statement that is your choice.

I appoint _____

Telephone Number

as my agent or attorney to receive mail about my application. Mail from the U.S. Department of State concerning my immigrant visa application should be sent to:

Name of the person who will act as your agent or attorney for receipt of mail

Telephone Number

Street address (where my agent or attorney will receive mail about my application)

*Email Address

City

State/Province

Postal Code

Country

I do not appoint an agent or an attorney to receive mail about my application. Mail from the U.S. Department of State concerning my immigrant visa application should be sent to me at:

Street address (include "in care of" if needed)

*Email Address

City

State/Province

Postal Code

Country

I have already legally immigrated to the U.S. and do not need to apply for an immigrant visa. I received my Green Card through the _____ (city) USCIS office. My A# is _____

I no longer wish to apply for an immigrant visa.

As proof of your choice, sign and date this document:

Signature of Applicant

Date of Signature (mm-dd-yyyy)

PAPERWORK REDUCTION ACT

Public reporting burden for this collection of information is estimated to average 10 minutes per response. Persons are not required to provide this information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) Washington, DC 20520-1849.

*The Department is currently testing an electronic application system for nonimmigrant visa application that will allow electronic submission and eliminate paper forms. Once testing on this application is completed the Department is examining whether or not the system can be used for the immigrant visa system.

Visa Information

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

E-mail The NVC's e-mail address is nvcinquiry@state.gov.
In order to ensure a prompt response:

- Enter your case number in the Subject Line of the e-mail.
- Include the applicant's name and date of birth, and the petitioner's name and date of birth in the body of the e-mail.
- If the petition is employment-based, include the company/organization name.
- Ask about only one case per e-mail.

24 Hour Information An automated recorded message system is available 24 hours a day, 7 days a week to answer case status inquiries (603-334-0700).

Customer Service Customer Service Representatives are available to respond to inquiries Monday through Friday from 7:30 AM to 12:00AM Eastern Standard Time (EST) (603-334-0700).

Postal Mail National Visa Center
Attn: WC
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909

When contacting the National Visa Center about an immigrant visa case, always include the following information:

Name of Principal Applicant
Principal Applicant's Date of Birth
Name of Petitioner
Petitioner's Date of Birth
Case Number

Please Note: If a period of one year passes without communication to the NVC, all submitted fees and documents expire and must be resubmitted to resume the immigration process.

10-2006 National Visa Center