



**Embassy of the United States of America  
Kinshasa, Democratic Republic of the Congo**

## **DIRECTIONS FOR IMMIGRANT VISA APPLICANTS**

The Consular Section of the U.S. Embassy in Kinshasa has the information to start your immigrant visa dossier but **before your interview can be confirmed, you must complete the following steps.** Completed forms, photographs and documents can be brought to the Consular Section of the U.S. Embassy in Kinshasa ONLY on Thursdays between the hours of 2 p.m. and 4 p.m.

I- Ensure that you have completed and returned the forms DS-230 I & II to the Consular Section. No application will be reviewed before these forms have been returned.

II- Obtain the documents that pertain to your situation, noted below, and submit them to the Consular Section of the U.S. Embassy). **All documents must be submitted a minimum of two weeks before the interview date.** Applicants whose files are incomplete will have their interview rescheduled.

1. **PASSPORT:** A passport valid for entry to the United States with at least six months validity after the date of visa issuance. All applicants, including children, must have their own passport. You will retain your passport until your visa is approved, but you must submit a photocopy of your passport biographical information page and bring your passport with you when you visit the Consular Section.

2. **BIRTH DOCUMENTS – ACTE DE NAISSANCE/EXTRAIT D'ACTE NAISSANCE:** The original acte de naissance or extrait d'acte de naissance for each applicant is required. **Attestations de naissance are not accepted for individuals born in the Democratic Republic of Congo or Republic of Congo. Applicants without an acte de naissance or extrait d'acte naissance must obtain a jugement supplétif from the local court where you were born.**

**ADOPTIONS:** For adoption cases, submit the original or a certified copy of the jugement pronounce and the acte d'adoption for you or your children. Both the jugement and the acte d'adoption must conform to all aspects of Congolese law. For example, among other legal restrictions, Democratic Republic of Congo Family Law states that adopting parent(s) may not have more than two (biological or adopted) children when adopting, that they may not adopt more than three children, and that adopting couples must have been married more than five years before the adoption. The only legal exceptions to these restrictions are a presidential decree issued at the time of the adoption, or when a parent is adopting the biological children of his or her spouse. **Adoption jugement or l'acte d'adoption from Congo that do not conform to all aspects of Congolese local law will not be viewed as legal or valid.**

**DIFFICULTY IN OBTAINING DOCUMENTS:** In rare cases, it may be impossible to obtain an extrait d'acte de naissance, because of the destruction of the registrars, or the refusal of the government to issue the document. You must obtain from the office of the Etat Civil an affirmation certifying that it is impossible to obtain these documents and you must submit other document proving your date of birth. A baptism certificate, issued soon after your birth, may be presented. In cases in which is it impossible to present a baptism certificate issued soon after birth, a immediate family member, preferable the mother of the applicant, can produce a declaration specifying the date and place of birth, name of parents and the maiden name of the mother. This legal declaration must be made before a public official who has the authority to produce a sworn statement. In all cases, it is highly recommended that you bring any documents in your possession demonstrating the relationship, (hospital records, family record, family ID

cards, health card, school reports or receipts). Without a preponderance of evidence of relationship, DNA may be recommended.

**3. POLICE CERTIFICATES - EXTRAIT DE CASIER JUDICIAIRE:** Each applicant over the age of 16 must submit an extrait de casier judiciaire which is obtained from the relevant authorities from the country of origin and of residence, for each residence of more than six months after the 16<sup>th</sup> birthday. This document must be obtained from each country in which the applicant was arrested, regardless of duration of stay. The police certificate must have a recent date. Some countries do not issue police certificates. The Consular Section can provide you with specific information about this. The Congolese extrait is only **valid for three months**. Current police clearance should be submitted when other documents are presented to the Embassy.

**4. ARREST RECORDS - COPIE DU JUGEMENT AND CERTIFICAT DE PRESENCE EMANANT DE LA MAISON D'ARRET:** A copy of the judgement for all persons who have been under any type of arrest. Individuals must also submit a copy of the certificate, regardless if they obtained amnesty, grace or clemency.

**5. MILITARY SERVICE - LIVRET MILITAIRE:** Provide, if applicable, a certified copy of the military record.

**6. PHOTOGRAPHS:** Provide three (3) color photographs of 2 inches square with a white background (see attached sample). Three photographs are required of every applicant, regardless of age.

**7. FINANCIAL SUPPORT:** Forms I-134 or I-864 should be completed by the sponsor in the United States and a copy of the sponsor most recent income tax return should be attached to it. A copy of the sponsor's U.S. passport or resident card (green card) should also be attached to the affidavit of support.

**8. MARRIAGE DOCUMENTS - ACTE DE MARIAGE/ATTESTATION DE MARIAGE COUTUMIER MONOGAMIQUE:** Married applicants must submit the original of the acte de mariage or attestation de mariage coutumier monogamique. In cases with prior marriages, submit the acte de décès (death certificate), copy of judgement de divorce or acte d'annulation.

**9. PHOTOCOPIES OF ALL LEGAL DOCUMENTS:** You must submit a photocopy of any legal document submitted. It is recommended that you retain copies of all documents submitted.

**10. TRANSLATIONS:** All documents submitted that are not in English must have a translation attached. The translator or a declaration by a public official must certify translations. **Do not translate jugement supplétif.**

**11. PROOF OF FAMILY TIES WITH THE PETITIONER:** You must submit evidence of relationship with the petitioner, based on the type of visa application. Examples of evidence include photographs of the petitioner and applicant(s), report cards showing names of parents and children, telephone bills listing phone calls (phone cards or phone card receipts are not accepted), baptism certificates, medical records or health cards, letters or e-mail between you from multiple years, uninterrupted financial support (Western Union receipts or bank transfers) and any other documents which show your relationship with the petitioner before and after their petition. **Please bring all proof of relationship on the interview date at the U.S. Embassy Kinshasa in Kinshasa.**

### III- MEDICAL EXAMS

You may choose one of the two clinics: Centre Médical de Kinshasa or Polyclinique de Kinshasa. You may find information on the attached handouts.

#### READ CAREFULLY:

IV- After having submitted all required documents and completed your medical exams, read the below statement, sign and date it and return it directly to the Consular Section at the U.S. Embassy. Your appointment will not take place without this signed statement in your file. Your appointment date cannot be brought forward. Appointments are given in accordance with the list of priorities established based on your category of visa and according to each country. No other information will be given to you.

Fees required for the issuance of an immigrant visa will be paid at the U.S. Embassy and will only be communicated to you at the window in the Consular Section. Fees are payable in U.S. dollars on the day of your interview.

Only contact our offices at the U.S. Embassy in Kinshasa in the event of a change of address, significant change in your situation, such as the death of an applicant or birth of a child. Do not submit any other documents or letters unless they have been specifically requested.

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I am in possession of the necessary legal documents listed in paragraphs 1 to 11, and am eligible for the visa for which I am applying. I have specified with whom I wish to travel, below. I realize fully that no assurance can be given to me as deliverance of a specific visa or within a specific time. I understand that I should not leave my employment, make any changes in my personal circumstances, not sell my goods or make any specific travel plans before any visa is issued. I understand that I will need to present myself at the US Embassy during the visa application process.

- 1. Alone
- 2. With my spouse (write their names on the following line) \_\_\_\_\_
- 3. With my spouse and children (write the name of each child who will accompany you)

Child : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date and Signature  
\_\_\_\_\_  
Printed name  
\_\_\_\_\_  
Actual Address  
\_\_\_\_\_  
Telephone number

**YOU WILL NOT BE INTERVIEWED WITHOUT HAVING COMPLETED THIS FORM  
INFORM THIS OFFICE OF ANY CHANGE IN YOUR CONTACT DETAILS.**

