

# CEAC IV Form DS-261 OMB Submission

## User Interface Design Presentation V4



# Instructions Page



U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

Contact Us

## Immigrant Visa

Welcome to the Consular Electronic Application Center!

### What you need:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- The minimum version of Internet Explorer (Windows) that this site supports is version 5.0 service pack 2 or higher.
- The minimum version of Netscape that this site supports is version 6.2 or higher.

Note: The time to download each page may vary depending on the speed of your Internet connection. Please be patient.

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# Instructions Page

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U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

## Immigrant Visa

### Sign In.

1. Select one of the following roles that best describes your relationship to the case: Principal Applicant, Attorney, Petitioner, or Third-party Agent.
2. Enter the NVC case number located in the instructions that you received from the [National Visa Center \(NVC\)](#).
3. Enter the NVC Invoice ID Number provided to you by the NVC. The information is located in the NVC instructions you received.
4. Click on the Sign In Button.

I am the

PRINCIPAL APPLICANT

My NVC Case Number is

My Invoice ID Number is

Sign In



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# Summary Information Page

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Select Tooltip Language: English

**Choice of Address and Agent** | **Fee Payment** | IV Application

## Immigrant Visa - Summary Information


You are ready to complete the DS-261, the Electronic Choice of Address and Agent. The DS-261 tells the Department of State how to contact you during the course of your immigrant visa processing. You may use this form to designate an agent to receive correspondence concerning your application. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. As mail delivery is often unreliable in many parts of the world, we strongly encourage you to appoint an agent who has an address in the United States.

To begin/complete the DS-261, please click on the Choice of Address and Agent menu option above.

If your agent is unable to make online payment, he or she must follow the [alternate payment instructions](#).

Statuses for Case Number: FRN1999662009

### CHOICE OF ADDRESS AND AGENT

 **Agent/Attorney Name and Address Information:** **Incomplete** [View](#) [Edit](#)

### FEES

 **Affidavit of Support (AOS) Fees:** **Paid** [View](#)

 **IV Application Processing Fees:** **Paid** [View](#)

Number of IV Fees: 1      Paid: 1      In Process: 0      Not Paid: 0

### IV AND ALIEN REGISTRATION

 **Application for Immigrant Visa and Alien Registration:** **Not Available** [Start](#)

Number of Applications: 1      Completed: 0      Incomplete: 0      Not Started: 0



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# Getting Started Page – Electronic Choice of Address and Agent

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Select Tooltip Language: English

COMPLETE REVIEW SIGN

Getting Started

Personal

## Electronic Choice of Address and Agent

### Getting Started

NOTE: If there is no activity for 20 minutes or more in the process of completing this online application, your session will expire and some data might be lost. Data entered will be saved as you advance through the application by clicking the Next button. However, data on the current page will be lost if there is no activity for 20 minutes.

You have selected the Choice of Address and Agent form. This form is for individuals who have received notification from the National Visa Center that their immigrant visa case is ready for initial processing.

The following instructions contain important information about the form process. Please read all the instructions carefully.

**Information for completing the Electronic Choice of Address and Agent form:**

1. Provide true and complete answers to all questions you are asked. Failure to provide an answer to a question that is applicable to you may result in cancellation of your form.
2. Your answers must be in English and must use English characters unless you are specifically directed to provide an answer in your native alphabet. Forms submitted in any language other than English may be rejected. Letters like ñ, é, ü, ç are not recognized by the system. Please enter words like Muñoz or Sémonin as Munoz or Semonin, unless otherwise asked.
3. Review all the information you entered for accuracy.

I certify that I have read and understand the above. I am now ready to begin the Choice of Address and Agent form.

**Begin/Resume Form Process:**

[Continue](#)



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# Agent Attorney Name and Address Information Page

Displayed for all applicants. Answered No to all questions.

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COMPLETE REVIEW SIGN

Electronic Choice of Address and Agent

Agent/Attorney Name and Address Information

OMB CONTROL NUMBER: XXXX-XXXX  
FORM NUMBER: DS-261  
EXPIRATION DATE: XX/XX/XXXX  
ESTIMATED BURDEN: 10 MIN

Getting Started  
Personal

NOTE: Data on this page must match the information as it is written in your passport or travel documentation. This form tells us how to contact you during your immigrant visa processing. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. Mail delivery is often unreliable in many parts of the world, so we strongly recommend that you choose someone who has an address in the United States.

**Personal Information**

**Surnames**  
[Text Box]  
(e.g., FERNANDEZ GARCIA)

**Help: Surnames**  
Enter all surnames as listed in your passport or travel documentation. If only one name is listed in your passport, enter that as your surname.

**Given Names**  
[Text Box]  
(e.g., JUAN MIGUEL)

**Help: Given Names**  
If your passport or travel documentation does not include a given name, please enter "FNU" in Given Names.

**Beneficiary ID**  
[Text Box]  
(e.g., 0123456789)

**Help: Beneficiary ID**  
Enter the Beneficiary ID provided to you by the National Visa Center (NVC). Your ID is located on the letter entitled ACL Letter, or on your Immigrant Visa Fee Processing Invoice if you have already received one. If you are unable to locate your Beneficiary ID, please contact the NVC.

**Email Address**  
[Text Box]  
(e.g., emailaddress@example.com)

**Help: Email**  
You must provide an email address. The email address you provide will be used for correspondence purposes. Provide an email address that is secure and to which you have reasonable access.

**Q:** Have you already legally immigrated to the U.S. and no longer need to apply for an immigrant visa?  
**A:**  Yes  No

**Q:** Do you wish to appoint an agent or attorney to receive mail about your visa application?  
**A:**  Yes  No

Correspondence from the U.S. Department of State regarding your visa application will be sent to:

**Street Address (Line 1)**  
[Text Box]

**Street Address (Line 2) \*Optional**  
[Text Box]

**City**  
[Text Box]

**State/Province**  
[Text Box]

Does Not Apply

**Postal Zone/ZIP Code**  
[Text Box]

Does Not Apply

**Country**  
[Dropdown Menu: SELECT ONE]

**Home Telephone Number**  
[Text Box]

**Work Telephone Number**  
[Text Box]

Does Not Apply

**Mobile/Cell Telephone Number**  
[Text Box]

Does Not Apply

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# Agent Attorney Name and Address Information Page

Displayed for all applicants. Answered 'No' to the first question and 'Yes' to the second question.

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COMPLETE REVIEW SIGN

Electronic Choice of Address and Agent

Agent/Attorney Name and Address Information

OMB CONTROL NUMBER: 3000-0008  
FORM NUMBER: DS-261  
EXPIRATION DATE: 06/06/2008  
ESTIMATED BURDEN: 10 MIN

NOTE: Data on this page must match the information as it is written in your passport or travel documentation. This form tells us how to contact you during your immigrant visa processing. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. Mail delivery is often unreliable in many parts of the world, so we strongly recommend that you choose someone who has an address in the United States.

Personal Information

Surnames  
(e.g., FERNANDEZ GARCIA)

Given Names  
(e.g., JUAN MIGUEL)

Beneficiary ID  
(e.g., 0123456789)

Email Address  
(e.g., emailaddress@example.com)

Help: Surnames  
Enter all surnames as listed in your passport or travel documentation. If only one name is listed in your passport, enter that as your surname.

Help: Given Names  
If your passport or travel documentation does not include a given name, please enter "N/A" in Given Names.

Help: Beneficiary ID  
Enter the Beneficiary ID provided to you by the National Visa Center (NVC). Your ID is located on the letter entitled ACL Letter, or on your Immigrant Visa Fee Processing Invoice if you have already received one. If you are unable to locate your Beneficiary ID, please contact the NVC.

Help: Email  
You must provide an email address. The email address you provide will be used for correspondence purposes. Provide an email address that is secure and to which you have reasonable access.

Q: Have you already legally immigrated to the U.S. and no longer need to apply for an immigrant visa?  
A:  Yes  No

Q: Do you wish to appoint an agent or attorney to receive mail about your visa application?  
A:  Yes  No

Correspondence from the U.S. Department of State regarding your visa application will be sent to:

Agent Surname  
Agent Given Name  
Agent Street Address (Line 1)  
Agent Street Address (Line 2) \*Optional  
City  
State/Province  
Postal Zone/ZIP Code  Does Not Apply  
Country  Does Not Apply  
Country \* SELECT ONE -  
Agent Home Telephone Number  Does Not Apply  
Agent Work Telephone Number  Does Not Apply  
Email Address of Agent  
(e.g., emailaddress@example.com)

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CONFIDENTIALITY STATEMENT: INA Section 222(f) provides that the records of the Department of State and of diplomatic and consular offices of the United States pertaining to the issuance and refusal of visas or permits to enter the United States shall be considered confidential and shall be used only for the formulation, amendment, administration, or enforcement of the immigration, nationality, and other laws of the United States. Certified copies of such records may be made available to a court provided the court certifies that the information contained in such records is needed in a case pending before the court.

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# Agent Attorney Name and Address Information Page

Displayed for all applicants. Answered Yes to all questions.

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Select Tooltip Language: English

COMPLETE REVIEW SIGN

- Getting Started
- Personal

## Electronic Choice of Address and Agent

### Agent/Attorney Name and Address Information

OMB CONTROL NUMBER: XXXX-XXXX  
FORM NUMBER: DS-261  
EXPIRATION DATE: XX/XX/XXXX  
ESTIMATED BURDEN: 10 MIN

NOTE: Data on this page must match the information as it is written in your passport or travel documentation. This form tells us how to contact you during your immigrant visa processing. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. Mail delivery is often unreliable in many parts of the world, so we strongly recommend that you choose someone who has an address in the United States.

#### Personal Information

##### Surnames

(e.g., FERNANDEZ GARCIA)

##### Help: Surnames

Enter all surnames as listed in your passport or travel documentation. If only one name is listed in your passport, enter that as your surname.

##### Given Names

(e.g., JUAN MIGUEL)

##### Help: Given Names

If your passport or travel documentation does not include a given name, please enter 'FNU' in Given Names.

##### Beneficiary ID

(e.g., 0123456789)

##### Help: Beneficiary ID

Enter the Beneficiary ID provided to you by the National Visa Center (NVC). Your ID is located on the letter entitled ACL Letter, or on your Immigrant Visa Fee Processing Invoice if you have already received one.

If you are unable to locate your Beneficiary ID, please contact the [NVC](#).

##### Email Address

(e.g., emailaddress@example.com)

##### Help: Email

You must provide an email address. The email address you provide will be used for correspondence purposes. Provide an email address that is secure and to which you have reasonable access.

**Q:** Have you already legally immigrated to the U.S. and no longer need to apply for an immigrant visa?

**A:**  Yes  No

Provide the following information:

Select the U.S. Citizenship and Immigration Services Office from which you received your Permanent Resident Card (Green Card).

- SELECT ONE -

What is your Alien Registration Number?

(e.g., A1234567890)

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# Sign and Submit Page

Displayed for all applicants. Answered 'No' to the question 'Did anyone assist you in filling out this application?'.

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Select Tooltip Language: English

**U.S. DEPARTMENT of STATE**  
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE REVIEW SIGN

Electronic Choice of Address and Agent

E-Sign and Certification

## Sign and Submit

Read the following information carefully before dating, electronically signing and submitting the form.

Your form is now ready to be submitted. Please note that this does not mean that your application for an immigrant visa is complete--additional information will be needed.

By clicking "Sign and Submit Form" you are electronically signing the form. You are required to electronically sign your form yourself, unless otherwise exempt by regulation, even if the form has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions on this form and that your answers are true and correct to the best of your knowledge and belief. The submission of a form containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this form are unsworn declarations made under penalty of perjury. (28 U.S.C. 1746).

Monday, April 27, 2009 - 9:47:24 AM EST

Preparer of Form

Q: Did anyone assist you in filling out this form?

A:  Yes  No

Enter the code below as shown:



Sign and Submit Form

Back: REVIEW

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Next: Confirmation



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# Sign and Submit Page

Displayed for all applicants. Answered 'Yes' to the question 'Did anyone assist you in filling out this application?'.

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Select Tooltip Language: English

COMPLETE REVIEW SIGN

Electronic Choice of Address and Agent

E-Sign and Certification

## Sign and Submit

Read the following information carefully before dating, electronically signing and submitting the form.

Your form is now ready to be submitted. Please note that this does not mean that your application for an immigrant visa is complete--additional information will be needed.

By clicking "Sign and Submit Form" you are electronically signing the form. You are required to electronically sign your form yourself, unless otherwise exempt by regulation, even if the form has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions on this form and that your answers are true and correct to the best of your knowledge and belief. The submission of a form containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this form are unsworn declarations made under penalty of perjury. (28 U.S.C. 1746).

Monday, April 27, 2009 - 9:47:24 AM EST

Preparer of Form

Q: Did anyone assist you in filling out this form?

A:  Yes  No

Provide the following information:

Preparer

Surnames

Given Names

Does Not Apply

Organization Name

Does Not Apply

Address

Street Address (Line 1)

Street Address (Line 2) \*Optional

City

State/Province

Does Not Apply

Postal Zone/ZIP Code

Does Not Apply

Country

- SELECT ONE -

Relationship to You

Enter the code below as shown:



Sign and Submit Form

Back: REVIEW

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Next: Confirmation



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# Copyright Page – Electronic Choice of Address and Agent



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## Electronic Choice of Address and Agent

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# Disclaimer Page – Electronic Choice of Address and Agent



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## Electronic Choice of Address and Agent

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[ca-travel-webmaster@state.gov](mailto:ca-travel-webmaster@state.gov).

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Public Communication Division  
PA/PL, Room 2206  
U.S. Department of State  
Washington, D.C. 20520  
202-647-6575  
Also see <http://contact-us.state.gov/>

#### Non Compliance with LEP

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# Paperwork Reduction Act Page – Electronic Choice of Address and Agent



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Electronic Choice of Address and Agent

## Paperwork Reduction Act and Confidentiality Statement

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