

CEAC IV Form DS-261 OMB Submission

User Interface Design Presentation V2



Instructions Page



U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

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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.

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 for which you are paying. This information is located in the Online Payment Instructions that you received from the [National Visa Center \(NVC\)](#).
3. Enter the Invoice Identification Number provided to you by the NVC. This information is located in the Online Payment Instructions that you received.
4. Click on the Sign In Button.

I am the

My Case Master ID is

My Invoice Identification Number is

[Sign In](#)



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Instructions Page

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Getting Started Page – Electronic Choice of Address and Agent

Electronic Choice of Address and Agent

- Getting Started
- Personal

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 all entered data will be lost.

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 current for processing.

Information on Completing the form

The Consular Electronic Application Center will permit you to complete a form online; however no partially completed forms will be stored online. If you need to stop the form before it has been completed for any reason, click the 'Save' button at the bottom of the last page you have completed and follow the instructions to save the form data to a file. When you return to the Consular Electronic Application Center, click on the 'Upload a Previous Form' button to upload the previously saved data.

Please have your passport, previous visa information (if applicable), and any other documents relevant to your intended travel to the United States ready and available for your reference before you start completing the form.

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

Instructions for completing the online 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 termination 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, ú, 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

Select from one of the following options:

Option A - Start a New Online Form

Click the button below to begin the online form:

[Start a New Form](#)

Option B - Modify an Existing Form

Click the button below to continue completing an existing form:

[Modify an Existing Form](#)



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Modify Existing Form – Electronic Choice of Address and Agent

Electronic Choice of Address and Agent

Modify Existing Form

Select the name of the applicant to modify an existing form.

Delete		New Form		Cancel	
<input type="checkbox"/>	App ID	Name	Given Name	Surname	Status
<input type="checkbox"/>	1000001	<u>JOLLY ROGERS</u>	JOLLY	ROGERS	INCOMPLETE
<input type="checkbox"/>	1000002	<u>WILBUR SMITH</u>	WILBUR	SMITH	INCOMPLETE
<input type="checkbox"/>	1000003	<u>SUSAN SUMMERS</u>	SUSAN	SUMMERS	INCOMPLETE
<input type="checkbox"/>	1000004	<u>BART WEST</u>	BART	WEST	INCOMPLETE
<input type="checkbox"/>	1000005	<u>MARTHA STUART</u>	MARTHA	STUART	INCOMPLETE
<input type="checkbox"/>	1000006	<u>WALLY FOX</u>	WALLY	FOX	INCOMPLETE
<input type="checkbox"/>	1000007	<u>SALLY TEST</u>	SALLY	TEST	INCOMPLETE
<input type="checkbox"/>	1000008	<u>BARTHOLOMEW TEST</u>	BARTHOLOMEW	TEST	INCOMPLETE
<input type="checkbox"/>	1000009	<u>MARTHA STUART</u>	MARTHA	STUART	INCOMPLETE
<input type="checkbox"/>	1000010	<u>WALLY FOX</u>	WALLY	FOX	INCOMPLETE

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Agent Attorney Name and Address Information Page

Displayed for all applicants. Answered No to all questions.

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Select Tooling Language: English

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CONSULAR ELECTRONIC APPLICATION CENTER

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: XXX/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

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

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

Help: Email
The email address you provide may be used for correspondence purposes. Please 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 form?
A: Yes No

Mail from the U.S. Department of State concerning my visa form should be sent to me to:

Street Address (Line 1)
Street Address (Line 2) *Optional
City
State/Province
Postal Zone/ZIP Code
Country
Home Telephone Number
Work Telephone Number
Mobile/Cell Telephone Number

Help: Telephone Number
You must provide at least one telephone contact number.

Help: Email
The email address you provide for your agent or attorney may be used for correspondence purposes. Please provide an email address that is secure and to which your agent or attorney has reasonable access.

PAPERWORK REDUCTION ACT: Public reporting for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. 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, 1800 G Street NW, Washington, DC 20520

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Back: Getting Started Save REVIEW



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Agent Attorney Name and Address Information Page

Displayed for all applicants. Answered Yes to all questions.

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CONSULAR ELECTRONIC APPLICATION CENTER

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Select Tool Language: English

COMPLETE REVIEW SIGN

Electronic Choice of Address and Agent

Agent/Attorney Name and Address Information

OMB CONTROL NUMBER: XXXX-XXXX
FORM NUMBER: DE-241
EXPIRATION DATE: 10/26/2008
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.

Getting Started
Personal

Personal Information

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

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

Email Address
[Text Box] Does Not Apply
(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 Surname.

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

Help: Email
The email address you provide may be used for correspondence purposes. Please 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?
[Text Box]
(e.g., A1234567890)

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

Mail from the U.S. Department of State concerning my visa form should be sent to:

Agent Surname
[Text Box]

Agent Given Name
[Text Box]

Agent Street Address (Line 1)
[Text Box]

Agent 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
[SELECT ONE]

Agent Home Telephone Number
[Text Box]

Does Not Apply
Agent Work Telephone Number
[Text Box]

Does Not Apply
Agent Mobile/Cell Telephone Number
[Text Box]

Does Not Apply
Email Address of Agent
[Text Box] Does Not Apply
(e.g., emailaddress@example.com)

Help: Telephone Number
You must provide at least one telephone contact number.

Help: Email
The email address you provide for your agent or attorney may be used for correspondence purposes. Please provide an email address that is secure and to which your agent or attorney has reasonable access.

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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

E-Sign and Certification

Electronic Choice of Address and Agent

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 form for an electronic choice of address and agent is complete, as additional information will be needed after Department of State personnel have reviewed the form.

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 in 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).

Tuesday, September 30, 2008 - 3:30:04 PM EST

Preparer of Form

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

A: Yes No

(Format: DD-MMM-YYYY)

Enter the code below as shown:



Sign and Submit Form

Back: REVIEW

Save

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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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 form for an electronic choice of address and agent is complete, as additional information will be needed after Department of State personnel have reviewed the form.

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 in 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).

Tuesday, September 30, 2008 - 3:30:04 PM 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

Relationship to You

(Format: DD-MMM-YYYY)

Enter the code below as shown:

ZCPGW

Sign and Submit Form

Back: REVIEW | **Save** | **Next: Confirmation**



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ca-travel-webmaster@state.gov.

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

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U.S. Department of State, A/ISS/DIR, 1800 G St. NW, Washington, DC 20520.

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