

CEAC IV Form DS-261

OMB Screenshots



May 2015

Bureau of Consular Affairs
Consular Systems and Technology

Getting Started Page – Online Choice of Address and Agent (DS-261)

The screenshot shows the CEAC interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Sign Out. Below this is the U.S. Department of State logo and the text 'U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER'. A language selection dropdown is set to 'English'. The main navigation bar has three tabs: COMPLETE, REVIEW, and SIGN. On the left, there are two menu items: 'Getting Started' and 'Personal'. The main content area is titled 'Electronic Choice of Address and Agent' and 'Getting Started'. A large, semi-transparent watermark 'SAMPLE' is overlaid on the page. The text includes a 20-minute session expiration note, instructions for the form, and a 'Continue' button. At the bottom, there is a disclaimer and links to Copyright Information, Disclaimers, Paperwork Reduction Act and Confidentiality Statement.

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Home | Contact Us | Help | Sign Out
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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CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE REVIEW SIGN

Online Choice of Address and Agent (DS-261)

OMB CONTROL NUMBER: 1405-0186
FORM NUMBER: DS-261
EXPIRATION DATE: 10/31/2015
ESTIMATED BURDEN: 10 MIN

Agent/Attorney Name and Address Information

- 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.

Principal Applicant's 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, 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.

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.

Confirm Email Address

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

A: Yes No

Help: Legally Immigrated

Should you select "Yes" to this question your application will be terminated and your case closed.

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)

Street Address (Line 2) *Optional

City

State/Province
 Does Not Apply

Postal Zone/ZIP Code
 Does Not Apply

Country/Region
- SELECT ONE -

Home Telephone Number
 Does Not Apply

Work Telephone Number
 Does Not Apply

Mobile/Cell Telephone Number
 Does Not Apply

PAPERWORK REDUCTION ACT: Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: **A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202**

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.

◀ Back: Getting Started Save Next: REVIEW ▶




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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.

[Home](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

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

COMPLETE | REVIEW | SIGN

Online Choice of Address and Agent (DS-261)

OMB CONTROL NUMBER: 1405-0186
FORM NUMBER: DS-261
EXPIRATION DATE: 10/31/2015
ESTIMATED BURDEN: 10 MIN

- Getting Started
- Personal

Agent/Attorney Name and Address Information

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Principal Applicant's Information

Surnames

(e.g., FERNANDEZ GARCIA)

Given Names

(e.g., JUAN MIGUEL)

Email Address

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

Confirm Email Address

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

Does Not Apply

Postal Zone/ZIP Code

Does Not Apply

Country/Region
- 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)

Confirm Email Address of Agent

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

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

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.

Help: Legally Immigrated
Should you select 'Yes' to this question your application will be terminated and your case closed.

Help: Agent 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.

Back: Getting Started | Save | Next: 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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 **U.S. DEPARTMENT of STATE**
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE REVIEW SIGN

Online Choice of Address and Agent (DS-261)

OMB CONTROL NUMBER: 1405-0186
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(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.

Confirm Email Address

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

A: Yes No

Help: Legally Immigrated

Should you select 'Yes' to this question your application will be terminated and your case closed.

Provide the following information:

U.S. Citizenship and Immigration Services Office where you received your Permanent Resident Card (Green Card)

- SELECT ONE -

Alien Registration Number

A
(e.g., A123456789)

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Back: Getting Started

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Next: REVIEW



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Review Section

Online Choice of Address and Agent (DS-261)

Agent/Attorney Name and Address Information

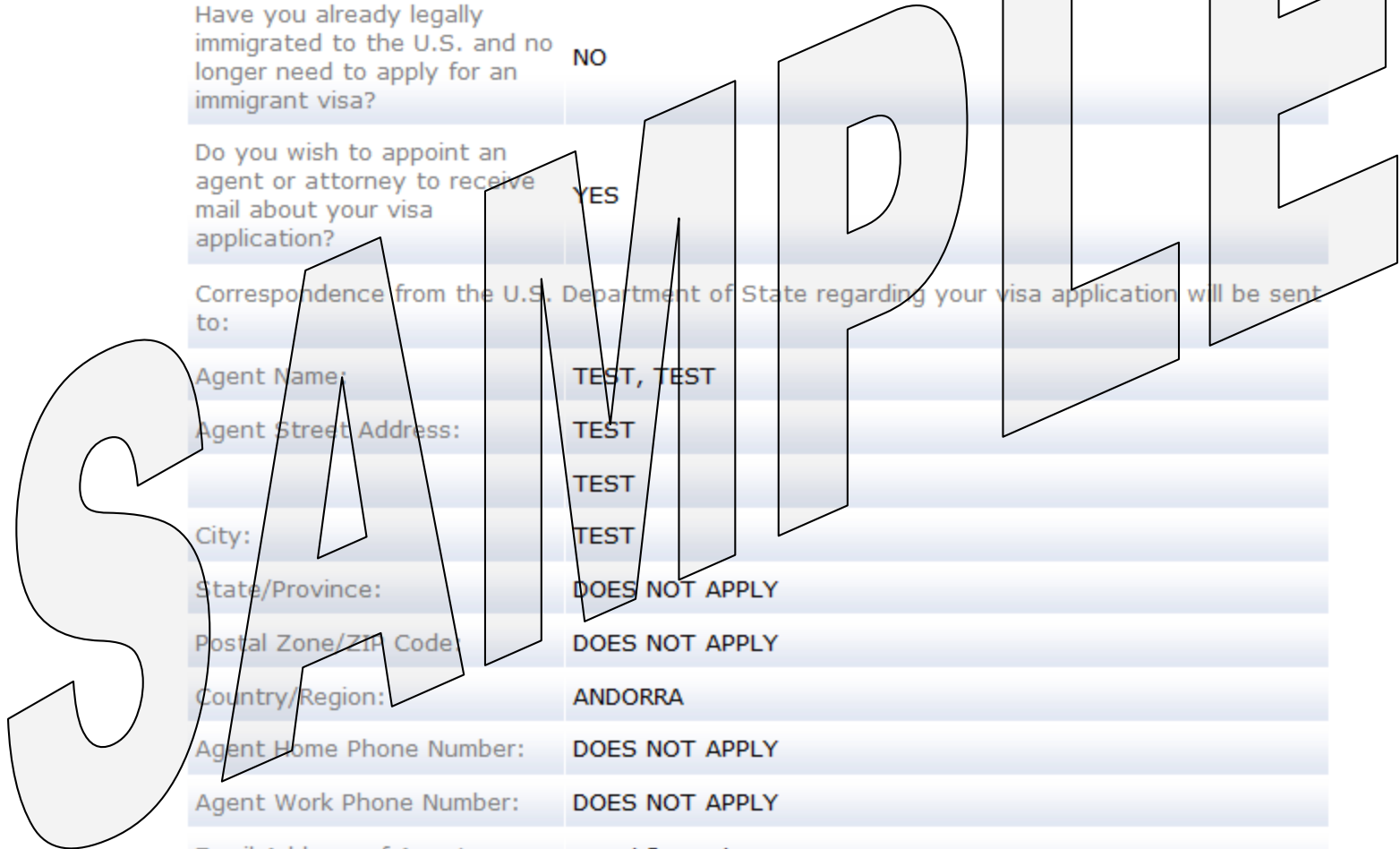
Note: You have completed data entry for your Online Choice of Address and Agent. Before submitting the application, please review your entries below. If an entry is incorrect, please click on the link below labeled Edit/View Agent/Attorney Name and Address Information, which will direct you to the page where you entered the data. Once you have reviewed this section, click the 'Next' button on the bottom of the page, which will direct you to the Sign and Submit page to complete the process.

- Personal / Agent Address Info
- Preparer Information

Print

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

Applicant Name:	TEST, TEST
Email Address:	test@test.com
Have you already legally immigrated to the U.S. and no longer need to apply for an immigrant visa?	NO
Do you wish to appoint an agent or attorney to receive mail about your visa application?	YES
Correspondence from the U.S. Department of State regarding your visa application will be sent to:	
Agent Name:	TEST, TEST
Agent Street Address:	TEST
	TEST
City:	TEST
State/Province:	DOES NOT APPLY
Postal Zone/ZIP Code:	DOES NOT APPLY
Country/Region:	ANDORRA
Agent Home Phone Number:	DOES NOT APPLY
Agent Work Phone Number:	DOES NOT APPLY
Email Address of Agent:	agent@agent.com



Back:

Save

Next: Preparer Information



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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?'.

Home | Contact Us | Help | Sign Out**U.S. DEPARTMENT of STATE**
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE REVIEW SIGN

Online Choice of Address and Agent (DS-261)

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).

Friday, May 22, 2015 - 4:30:28 PM EDT

Preparer of Form

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

A: Yes No

Enter the code below as shown:

✘ CAPTCHA Code Image

Click the button below to electronically sign your application:

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?'.

[Home](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

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

COMPLETE REVIEW SIGN

[Online Choice of Address and Agent \(DS-261\)](#)

[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).

Friday, May 22, 2015 - 4:30:28 PM EDT

Preparer of Form

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

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/Region
- SELECT ONE -

Relationship to You

Enter the code below as shown:

CAPTCHA Code Image 

Click the button below to electronically sign your application:

◀ Back: REVIEW Save Next: Confirmation ▶



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Copyright Page – Online Agent of Choice



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SAMPLE

Disclaimer Page – Online Agent of Choice



U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

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Public Communication Division

PA/PL

U.S. Department of State

Washington, D.C. 20520

202-647-6575

Also see <http://contact.us.state.gov/>

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Paperwork Reduction Act Page – Online Agent of Choice



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SAWAPLE



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