

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

To assist in providing the most efficient customer service and to expedite your immigrant visa processing, the Consular Section of the U.S. Embassy in Ankara uses a pre-appointment document screening system.

To process an immigrant visa file and complete the immigrant visa interview on the same day, beneficiaries are required to courier their documents via United Parcel Service (**UPS**) to the American Embassy in Ankara.

The local UPS phone number is (312) 444 0033. The address of the American Embassy is 110 Ataturk Blvd. Kavaklidere, Ankara 06100 Turkey.

You must send all documents and correspondence via UPS from Turkey or U.S. Your appointment letter or documentation (if it is incomplete) will be returned to you by UPS in ten working days if your documents are sent from Turkey. If you send items by UPS from the United States we will send your documents back via regular mail, which takes several weeks. You will be responsible for the cost of the return correspondence sent within Turkey by UPS. Please include your return address on the UPS label, and send your application to: American Embassy - Immigrant Visa Unit, 110 Ataturk Blvd., Kavaklidere, Ankara, 06100 Turkey.

The appointment will be scheduled for a date within a few weeks once you submit all documents via UPS.

There are no other alternatives for submitting immigrant visa documentation. You should follow the instructions below and submit the required forms via UPS.

STEP 1 **For Beneficiary:** Complete Forms DS-230 Part I and II and obtain required documents listed.

STEP 2 **For Petitioner:** Complete the original Form I-864, Affidavit of Support and its supplemental documents: W-2 and 1040 tax forms (for the last taxable year), bank and other financial statements and forward it to your relative. **(if you are not qualified to sponsor your relative financially, you must find a co-sponsor who can present a signed Form I-864 and supplemental documents in addition to your Affidavit of Support. Also you must prepare a statement explaining why you did not pay any taxes to the U.S. Government during the last taxable year).**

If you already submitted the completed Form I-864 and its supplemental documents to the National Visa Center, please disregard this step.

STEP 3 Contact your local UPS office and courier the documents listed in paragraph **“REQUIRED DOCUMENTS”**

REQUIRED DOCUMENTS FOR BENEFICIARY

- 1. FULL PHOTOCOPY OF PASSPORT:** Full photocopy of passport must be provided. The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photograph attached to the passport. **Please do not send your original passport.** You must present your passport at the interview date.
- 2. FORMS:** Form DS-230 Part I & II, Application for Immigrant Visa and Alien Registration must be fully completed. Please do not leave any questions blank on the application forms. Questions that do not apply to the applicant's particular situation should be answered "N/A" of "Not Applicable".
- 3. BIRTH CERTIFICATES:** One original and certified copy of the birth certificate of each person named in the application is required. The certified copy of the birth certificate must either have the raised seal or rubber stamp of the vital statistics office or it must be originally signed. Attorney certified copies without raised seals, rubber stamps or plain photocopies of birth certificates **will not be accepted.** The certificate must state the date and place of birth and names of both parents. Applicants born in a country other than their country of citizenship must present a birth-certificate from the country in which they were born. ("Nüfus Kayıt Örneği" if the applicant was born in Turkey).
- 4. MARRIAGE CERTIFICATE:** If you are married please provide the original marriage certificate together with the English translation and full copies of all pages.
- 5. DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, obtain one certified copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. For divorces that took place in the U.S. or Turkey, the court-certified divorce decrees must either have the raised seal or rubber stamps and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. For divorces that took place in Iran, applicants must submit the original divorce document - issued by Iranian courts - usually in booklet form. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
- 6. COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty.
- 7. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from each locality of the country of the applicant's nationality or current residence where the applicant has resided for at least six months. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from certain countries are considered unobtainable. The consular office will advise you about particular countries to which the

police certificate requirement does not apply. Additional details regarding Police Certificates are provided separately in this packet.

8. **EVIDENCE OF FINANCIAL SUPPORT:** Each beneficiary must obtain a Form I-864, Affidavit of Support from the petitioner, with the petitioner's original signature and supplementary forms: W-2 and 1040 tax forms for the last year, bank and other financial statements. If the petitioner does not qualify to sponsor the applicant financially, a co-sponsor must also present a signed Form I-864 and supplemental documents. If the petitioner's tax documents are not available, the petitioner must also submit a statement explaining why he/she did not pay any taxes to the U.S. Government during the last taxable year.
9. **TRANSLATION:** All documents not in English must be accompanied by a certified English translation. Translations from a sworn translator do not need to be notarized.
10. **PHOTOS:** Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:

The applicant must submit two full-face photo, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.

The face should cover about 50 percent of the area of the photo.

Photos must be taken against a white background.

Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.

The photograph must clearly identify the applicant. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.

Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.

Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film, which requires standard processing.



Addresses and phone numbers of photo studios familiar with immigrant photo requirements are included for your convenience. Photos that meet these requirements can be taken at any photo studio.

Ankara:

FOTO İZCİ COLOR Arjantin Cad. 40/C G.O.P., Ankara Tel: (312) 426-1536	ÖZGÜN FOTO Güvenlik Cad. 33/11 - C A.Ayrancı, Ankara Tel: (312) 466 4364
GÜVEN COLOR Güvenlik Caddesi, 69/A, A. Ayrancı, Ankara Tel: (312) 427-5252	FOTO AKAY Akay Caddesi, Konur Sokak 75/E, Bakanlıklar, Ankara Tel: (312) 418-7173
ROYAL COLOR Güvenlik Caddesi 85 OR Güvenlik Caddesi 105 A. Ayrancı, Ankara A. Ayrancı, Ankara Tel: (312) 426-2751 Tel: (312) 467-1645	

İzmir:

STUDYO ALKİM Şair Esref Bulvarı 47/A, Alsancak, İzmir Tel: (232) 421-8283	FOTO GÜVEN Yalı Caddesi 230/1 Karşıyaka, İzmir Tel: (232) 323-6667
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İstanbul:

TURGAY AKDEMİR FOTOĞRAF STÜDYOSU Meşrutiyet Cad. No:191Tepebaşı, İstanbul Tel: (212) 243-1312	FOTO STÜDYO NOBEL İstiklal cad. Postacılar Sok. No:1 Tünel, Beyoğlu Tel: (212) 249 2337
ALTINTÜRK FOTOĞRAF STÜDYOSU İstiklal Cad. No: 388/5 Tünel, Beyoğlu, İstanbul Tel: (212) 293 8252	HİTİT DANIŞMA İstinye Mahallesi, Kaplıcalar Mevkii No:9 İstinye, İstanbul Tel: (212) 323 4214
TURGAY AKDEMİR FOTOĞRAF STÜDYOSU İstinye Mahallesi, Kaplıcalar Mevkii No: 5/1 İstinye, İstanbul Tel: (212) 323 3733	

Adana:

FOTO SEVİL Kurtuluş Mh. 10 Sk. Dr. Cemil Öztekin Apt. Altı No. 12/A, Adana Tel: (322) 453 4411	FOTO SKOP Vali Yolu Cad. Vizon Apt. No. 3/C Adana Tel: (322) 454 1803
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PROCESSING OF IMMIGRANT VISAS

Upon receipt, each application will be reviewed. If the documentation is complete, the U.S. Embassy will schedule an appointment and notify the petitioner and the beneficiary by UPS or regular mail with an appointment letter. If the documentation is incomplete, the entire packet will be returned without action to the sender via **UPS** or regular mail within 10 working days. A checklist indicating the additional information will accompany the returned documents. As mentioned above, the applicants will be responsible for the cost of the return correspondence sent within Turkey by UPS. If the documentation was received by UPS from the United States the return correspondence will be sent back via regular mail, which takes several weeks. Applicants who do receive an appointment letter should arrive promptly for their scheduled interview.

Some Turkish applicants and all Iranian applicants require extensive security checks prior to issuance of the visa. These checks generally take between six to eight weeks or longer. No visa can be issued until all clearances are received.

Once everything is in order, the immigrant visa will be issued and sent to the beneficiary's address in Turkey via **UPS**.

INTERVIEW

- 1. RECEIPT:** The fee for an immigrant visa is \$335.00 and \$45.00 surcharge per person. You will be required to pay the application fee of \$335.00 and \$45.00 surcharge at the time of your interview. The payment may be made in cash or by credit card to the consular cashier. Visa, Mastercard, American Express, Novus/Discover, Diners and Mastercard are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
- 2. MEDICAL REPORT:** Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy to administer the examination. Beneficiaries are responsible for making their own arrangements for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child.
Do not send the results of your medical examination to this office before your interview. You will be required to submit your medical report to this office at the time of your interview. Do not bring x-ray film to the Embassy.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

IMPORTANT: Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. An immigrant visa is usually valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States within that 6-month period.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

Any child age 16 or older who is included on his or her parents' passport but whose photograph is not included in such passport, must obtain a separate passport.

INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors authorized to administer the examination. The physicians will provide necessary medical examination forms. Please visit only one of the physicians on the list. You must have your passport with you in order to complete the medical exam. Make sure that your medical examination is completed before your appointment date and bring the results of the examination on your appointment date, together with the required documents.

CHARGES FOR THE PHYSICAL EXAMINATION AND OTHER REQUIRED TESTS ARE TO BE PAID BY THE VISA APPLICANT. (FEES ARE AS FOLLOWS: BLOOD TESTS \$40.00; CHEST X-RAY \$25.00; PHYSICIAN \$50.00. EACH VACCINATION FEE VARIES FROM \$5.00 TO \$60.00 DEPENDING ON AGE AND VACCINES REQUIRED).

Medical Doctor	Address	Phone Number	Working Hours
Dr. Mehmet Ungan Dr. Handan Ungan www.doctorun.com mungan@duzen.com	Atatürk Bulvarı No:237/29 Kavaklıdere, Ankara	90-312- 468-9541 ext 544 90-532-245-1388	Weekdays 09:00-19:00 Saturdays 10:00-17:00
American Hospital Check up department, second floor	Güzelbahçe Sokak Nişantaşı, İstanbul	90-212-311-2501 90-212-311-2502 90-212-311-2000	For appointment , please call in advance, between: Weekdays 08:00-18:00 Saturdays 08:00-13:00

IMPORTANT NOTICE CONCERNING VACCINATION REQUIREMENTS

United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations: *Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis B, Varicella, Pneumococcal, and Influenza.*

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

If you are fifteen (15) or older, a blood test for antibodies developed in response to infection by the Human Immunodeficiency Virus (HIV) is required. HIV is the virus that causes the Acquired Immune Deficiency Syndrome (AIDS). AIDS is the name given to a group of illnesses, which may occur in persons infected with HIV. HIV infection causes a defect in a person's natural immunity against disease. Victims are highly vulnerable to serious illnesses. This test is not to diagnose AIDS, but to detect antibodies to the virus. If the result is positive, it does not necessarily mean that you have AIDS or will get it. The results of your test will be provided to a consular officer. Also, it may be necessary to report results to the health authorities in this country. A positive test result will mean that you will not be eligible to receive a visa. A positive test result may also carry other consequences related to your day-to-day activities in this country.

POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

Police certificates are required from Turkey. Turkish nationals should contact the closest "Cumhuriyet Savcılığı" (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as "Adli Sicil Kaydı". **IMPORTANT: When requesting the police certificate (adli sicil kaydi), applicants must specifically request that both the current and archived records be shown on the document.**

Police certificates are not required from Iran, or any country on the following list:

AFGHANISTAN	IRAN	SOMALIA
BANGLADESH	IRAQ	SUDAN
BULGARIA	LIBYA	TAJIKISTAN
CAMBODIA	MEXICO	TOGO
CHAD	MONGOLIA	TONGA
EQUATORIAL GUINEA	NIKARAGUA	UNITED STATES OF AMERICA
HAITI	SIERRA LEONE	

Police certificates from these countries are available only to persons physically present in the country who apply in person:

ALBANIA	GUATEMALA	NAMIBIA
BARBADOS	INDIA	PARAGUAY
ECUADOR	JORDAN	RWANDA
ERITREA	KUWAIT	UNITED ARAB EMIRATES
ETHIOPIA	MOZAMBIQUE	YEMEN

Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:

COSTA RICA	KOREA	SRI LANKA
FIJI	NETHERLANDS	TURKMENISTAN

AFFIDAVIT OF SUPPORT – FORM I-864

Overview

The I-864 *Affidavit of Support* is a contract between a sponsor and the applicant that is required for some immigrant visas. In this contract the sponsor agrees to provide financial support for the applicant until he/she becomes an American citizen or can be credited with 40 quarters of work (usually ten years). The sponsor must show that he/she has income equal to or greater than 125 percent of the federal poverty guidelines for his/her household size. The legal basis for the I-864 Affidavit of Support is Section 213A of the Immigration and Nationality Act (INA).

Requirements for the Sponsor

A sponsor must be at least 18 years old and either an American citizen or a lawful permanent resident (LPR). The sponsor must also have a domicile (residence) in the United States.

Domicile

The law requires that sponsors be domiciled (live) in any of the States of the United States, the District of Columbia, or any territory or possession of the United States.

Please note that Federal law prohibits a joint sponsor from sponsoring an immigrant when the petitioner does not have a domicile in the United States. The petitioner must first meet all the requirements for sponsorship (age, domicile and citizenship) before a joint sponsor will be considered.

Domicile is a complex issue and must be determined on a case by case basis. To qualify as a sponsor, a petitioner who is residing abroad must have a principal residence in the U.S. and intend to maintain that residence for the foreseeable future. Lawful permanent resident (LPR) sponsors must show they are maintaining their LPR status.

Many U.S. citizens and lawful permanent residents reside outside the United States on a temporary basis, usually for work or family considerations. "Temporary" may cover an extended period of residence abroad. The sponsor living abroad must establish the following in order to be considered domiciled in the United States:

- He/she left the United States for a limited and not indefinite period of time,
- He/she intended to maintain a domicile in the United States, and
- He/she has evidence of continued ties to the United States.

An American citizen or LPR spouse or dependent who has maintained a residence in the U.S. and/or whose spouse/parent works in one of the categories listed below would also qualify as a sponsor.

Employment abroad that can be counted as U.S. domicile:

- Employment by the U.S. government;
- Employment by an American institution of research recognized by the Attorney General;
- Employment by an American firm or corporation engaged in whole or in part in the

development of foreign trade and commerce with the United States, or a subsidiary of such a firm;

- Employment with a public international organization in which the United States participates by treaty or statute;
- Employment by a religious denomination/group having a genuine organization within the United States and is stationed abroad with that religious denomination;
- Employment as a missionary by a religious denomination/group or by an interdenominational mission organization within the United States and is stationed abroad with that religious denomination.

There may be other circumstances in which a sponsor can show that his or her presence abroad is of a temporary nature, and the sponsor has a domicile in the United States. The sponsor must satisfy the consular officer that he/she has not given up his/her domicile in the United States and established his/her domicile abroad.

How can a petitioner establish a domicile?

When a sponsor has clearly not maintained a domicile in the United States, he/she will need to re-establish a U.S. domicile in order to petition for immigration benefits on behalf of a family member. The sponsor may take a number of steps to demonstrate that the United States is his/her principal place of residence. Examples may include:

- Find a job in the United States;
- Locate a place to live in the United States;
- Register children in U.S. schools;
- Make arrangements to give up (relinquish) residence abroad;
- Other evidence of a U.S. residence;

If the sponsor establishes U.S. domicile, it is not necessary for him/her to return to the United States before the sponsored family members. However, the sponsored immigrant may not enter the United States before the sponsor returns to the United States to live.

CONTACT INFORMATION:

Website : <http://ankara.usembassy.gov>

COMPLETING THE FORM I-864

What happens if the sponsor did not file income tax returns for the previous year?

Immigration law requires the sponsor to submit income tax returns for the last taxable year immediately before the visa application if the sponsor was required to file. The Internal Revenue Service (IRS) requires Americans and lawful permanent residents who are working abroad to file income tax returns even if most or all of their overseas income is excluded from U.S. taxes.

If a sponsor was not required by law to file an income tax return, he/she should prepare a notarized statement. In this statement the sponsor should affirm that he/she was not required to file a tax return and give the related Internal Revenue Service (IRS) regulation. The IRS 1040 Instruction Book has information on who is not required to file income tax returns.

Consular officers can only accept individual tax returns, since the individual is sponsoring the applicant, not the business. If the sponsor does not have copies of his/her tax returns, can he/she submit a summary of the returns from the Internal Revenue Service (IRS).

Accompanying family members

Each accompanying family member must have either an original or photocopy of the I-864 Affidavit of Support (and I-864A if needed). Copies may be used only for dependents whose names appear on the principal applicant's original petition. Copies of supporting documents are not required for accompanying family members applying for visas together with the principal applicant.

Family members who travel later (follow-to-join) will require one complete set of the documents prepared in support of the principal applicant's I-864. Each individual applicant must present an I-864 Affidavit of Support with original signatures.

If family members have separate visa petitions, each family member must submit a signed I-864 from the petitioner/sponsor, the joint sponsor (if required) and I-864A as required. Each family member must also submit a complete set of supporting documents (such as tax returns, job letters and bank statements).

More information on the I-864:

Visit The National Visa Center Internet web site at <http://travel.state.gov/i864gen.html> for detailed information about the I-864 Affidavit of Support.

2007 POVERTY GUIDELINES

Minimum income requirement for use in completing I-864

For the 48 contiguous states, the District of Columbia, Puerto Rico, the U.S. Virgin islands, and Guam:

SPONSOR'S HOUSEHOLD SIZE	POVERTY GUIDELINE %100	POVERTY GUIDELINE %125
1	\$10,210	\$12,763
2	\$13,690	\$17,113
3	\$17,170	\$21,463
4	\$20,650	\$25,813
5	\$24,130	\$30,163
6	\$27,610	\$34,513
7	\$31,090	\$37,863
8	\$34,570	\$43,213

For family units with more than 8 members, add \$3,480 for each additional family member to meet the poverty guideline; add \$4,350 to meet %125 of the poverty guideline.

For Alaska:

SPONSOR'S HOUSEHOLD SIZE	POVERTY GUIDELINE %100	POVERTY GUIDELINE %125
1	\$12,770	\$15,963
2	\$17,120	\$21,400
3	\$21,470	\$26,838
4	\$25,820	\$32,275
5	\$30,170	\$37,713
6	\$34,520	\$43,588
7	\$38,870	\$48,588
8	\$43,220	\$54,025

Add \$4,350 for each additional family member to meet poverty guideline and \$5,438 to meet %125 of the poverty guideline

For Hawaii:

SPONSOR'S HOUSEHOLD SIZE	POVERTY GUIDELINE %100	POVERTY GUIDELINE %125
1	\$11,750	\$14,688
2	\$15,750	\$19,688
3	\$19,750	\$24,688
4	\$23,750	\$29,688
5	\$27,750	\$34,688
6	\$31,750	\$39,688
7	\$35,750	\$44,688
8	\$39,750	\$49,688

Add \$4,000 for each additional family member to meet the poverty guideline and \$5,000 to meet %125 of the poverty guideline

US EMBASSY, ANKARA, TURKEY
 CONSULAR SECTION
 IMMIGRANT VISA UNIT

Name:
Case Number:

EMPLOYMENT HISTORY (please include your entire employment history)			
Name of the Employer	Address of Employer	Job Title	Dates of Service

EDUCATION BACKGROUND (please include your entire educational background)			
Name of the School	Location of School	Course of Study	Dates of Attendance

MILITARY SERVICE	YES	NO
Years of Service	Rank/Position	Specialty/Branch

FOREIGN TRAVEL or RESIDENCE				
Country traveled/resided	Town/City/State	Dates of Travel/Residence	Purpose	Type of visa

*Please complete this form for each traveling family member over the age of 16
 Please use additional blank sheet if needed.*

Please complete this form and forward it along with your documents.

Beneficiary's Full Name : _____

Petitioner's Full Name : _____

Local Mailing Address : _____

: _____

U.S. Mailing Address : _____

: _____

E-mail (Beneficiary) : _____

E-mail (Petitioner) : _____

Telephone Numbers : _____

Mobile : _____

Work : _____

Home : _____