

****NVC Letter Checklist for Application Completeness****

1. **Cover Letter:**

- ☐ Addressed to the NVC
- ☐ Applicant's name, case number, and contact information
- ☐ Description of the purpose of the letter

2. **Forms and Applications:**

- ☐ Completed Form DS-260 for the applicant
- ☐ Completed Form I-864 (Affidavit of Support)
- ☐ Completed Form I-130 (if applicable)

3. **Supporting Documents:**

- ☐ Passport copies for applicant and dependents
- ☐ Birth certificates for applicant and dependents
- ☐ Marriage certificate (if applicable)
- ☐ Police clearance certificates (if required)
- ☐ Medical examination results

4. **Financial Documents:**

- ☐ Proof of income (most recent tax returns, W-2s, pay stubs)
- ☐ Evidence of assets (bank statements, property deeds)

5. **Photographs:**

- ☐ Passport-sized photographs (according to specifications)

6. **Payment Confirmation:**

- ☐ Payment receipt for the visa application fee
- ☐ Payment receipt for the Affidavit of Support fee

7. **Additional Requirements:**

- ☐ Any specific documents requested by the NVC
- ☐ Translations of any foreign documents (if applicable)

8. **Final Review:**

- ☐ Double-check for completeness and accuracy
- ☐ Ensure all documents are appropriately signed and dated
- ☐ Assemble documents in the specified order

9. **Submission:**

- ☐ Confirm method of submission (mail, online)
- ☐ Keep copies of all submitted documents for records

****Notes:****

- Make sure to check for any updates or specific requirements from the NVC related to your case.