

****NVC Interview Letter Checklist****

1. **Introduction**

- ☐ Recipient's Address
- ☐ Date of Letter
- ☐ Subject Line (e.g., "NVC Interview Notification")

2. **Applicant Information**

- ☐ Full Name
- ☐ Case Number
- ☐ Date of Birth
- ☐ Nationality

3. **Interview Details**

- ☐ Interview Date
- ☐ Interview Time
- ☐ Interview Location (Consulate or Embassy name and address)

4. **Required Documents**

- ☐ Valid Passport
- ☐ DS-260 Confirmation Page
- ☐ I-864 Affidavit of Support
- ☐ Civil Documents (Birth Certificate, Marriage Certificate, etc.)
- ☐ Police Clearance Certificate
- ☐ Medical Examination Results

5. **Additional Information**

- ☐ Instructions for Arriving at the Interview
- ☐ Prohibited Items
- ☐ Options for Rescheduling (if applicable)

6. **Contact Information**

- ☐ NVC Contact Details for Queries
- ☐ Emergency Contact Information

7. **Conclusion**

- ☐ Encouragement to Prepare
- ☐ Reminder to Bring All Required Documents

8. **Signature**

- ☐ Sender's Name
- ☐ Sender's Title
- ☐ NVC Department Information

****Note: Always double-check for any specific requirements from the relevant NVC office.****