

**ANKARA, TURKEY**  
**U.S. EMBASSY**

*by Marsha Edelman*

**KEY PERSONNEL**

Laura Dogu, Consul  
Elizabeth Lerma, Deputy Consul

Embassy: (+90) (312) 455-5555

Fax: (+90) (312) 468-0019

Consular Section

IV Section: (+90) (312) 466-6100

Fax: (+90) (312) 468-6103

NIV Section: (+90) (312) 466-6110

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E-mail: <http://ankara.usembassy.gov>

*Please use our e-mail forms specially designed for fast delivery to each related section.*

**GENERAL INFORMATION**

**Time Difference**

Ankara is seven hours ahead of Eastern Time.

**COMMUNICATIONS**

***Street Address***

American Embassy  
110 Ataturk Boulevard  
Kavaklidere, 06100 Ankara  
Turkey

***Mailing Address***

American Embassy Ankara  
PSC 93 Box 5000  
APO AE 09823  
U.S. Embassy  
Immigrant Visa Unit  
110 Ataturk Boulevard  
Kavaklidere, 06100 Ankara  
Turkey

**Web Site**

<http://ankara.usembassy.gov>

The consular section, located at Gate 4 of the embassy, is open every weekday for normal business hours from 8:30 am to 5:30 pm. The fax number for the Immigrant Visa Unit is (+90)(312) 468 6103. Immigrant visa interviews are held each workday (except Friday) by appointment. The fax number for Nonimmigrant Visa Unit is (+90) (312) 466-1586. The consular section fax number is (+90) (312) 468-6131.

**Telephone inquiry hours are:**

Immigrant Visas—Monday through Thursday between 3:30 pm and 5:00 pm, telephone number: (+90) (312)466-6100.

Nonimmigrant Visas—Monday through Thursday, between 4:00 pm and 5:00 pm; telephone: (+90) (312) 466-6110.

In case of after-hours emergencies involving American citizens, an embassy duty officer may be reached 24 hours a day through the embassy switchboard: (+90) (312) 455-5555.

It is strongly suggested that attorneys e-mail the details about the case they wish to discuss to the consular post and avoid making telephone calls in order to save time.

UPS is the best means by which to transmit documents quickly to the post. The post is computerized. The Web site address is: <http://ankara.usembassy.gov>, on which specially designed e-mail forms to get in contact with each section can be found.

**ATTORNEY REPRESENTATION**

Attorneys are not permitted to be physically present at the interview with clients. Visa applicants are not permitted to bring their own translators to the consulate.

**NONIMMIGRANT VISAS**

Non-immigrant visa applicants need to first visit any Türkiye İş Bankası branch and purchase a U.S. Visa Information PIN number for \$16 or the Turkish Lira equivalent. The PIN number will allow you to call the Visa Information Service, the only authorized source of official visa information. On the day following receipt of your PIN from Türkiye İş Bankası, please call 212-340-4444 from TURKEY for information on both immigrant and nonimmigrant visas to the United States. This professional service is available at convenient hours, Monday through Friday, from 8:30 a.m. until 6:00 p.m. In addition to getting current information about visa regulations, you will also be able to make an appointment for a visa interview through the Visa Information Service. Please arrive no earlier than five minutes before your scheduled appointment. If you are more than ten minutes late, your appointment will be cancelled and you will be required to obtain a new pin and a new appointment.

Please apply 6-8 weeks in advance of your desired travel date. In case of life or death emergencies, it may be possible to be interviewed immediately without an appointment. A document that proves the emergency must be faxed to (312) 466-1586 with your contact information. These faxes will be considered and replied to promptly if an exception can be made. If there is no response in 24 business hours, a regular appointment through the Visa Information Service (212-340-4444) will need to be obtained to apply for a visa. Turkish citizens and citizens from other countries planning a temporary visit to the United States must obtain a non-immigrant visa. There is a \$100 non-immigrant visa machine readable visa application fee, which is payable at any Dışbank branch. The bank will give you a receipt for your payment, and you should include the receipt as part of your application. This fee is non-refundable.

Approved non-immigrant applicants will receive their passports and their U.S. Visas via a courier service, United Parcel Service (UPS) service. The service will cost \$2.00 for each passport and will be delivered to an address anywhere in Turkey. For example, if there are five members of a family, the fee will be \$10.00. The payment will be made in U.S. dollars or Turkish Lira or by credit card. All passports will be returned using the courier service (UPS) for nonofficial travel.

The Departments of State and Homeland Security are working closely to improve border security by adding new biometric data to visa applications. Each non-immigrant visa applicant will be finger scanned during their interview at the window.

A nonimmigrant visa application form DS-156 must be completed for each person traveling to the United States. All male visa applicants between the ages of 16 and 45 are required to complete form DS-157. This form must be completed in addition to the regular application form: DS-156 "Nonimmigrant Visa Application". All applicants seeking F, J and M visas must also complete and submit a form DS-158 in addition to the Nonimmigrant Visa Application (Form DS-156) and, if necessary, the Supplemental Nonimmigrant Visa Application (Form DS-157). Applicants must answer every question on the form. If a question does not apply, please mark it "N/A". If the applicant arrives at the appointment with an incomplete application, their appointment will be cancelled and a new appointment will be required through the Visa Information Service.

All applicants must appear in person with the exception of applicants under 14 with parents that have visas they have used previously, or over 79 years of age unless we require them to appear in person at a later date. Applicants in these age groups should have a parent or close relative schedule an appointment. Call 444 0033 from your home or office to arrange for pickup of your applications and passport. If that number does not work call 312 444 0033. Nonimmigrant visa applications will not be accepted through a Travel Agency or messenger.

During the interview, applicant needs to establish, to the satisfaction of the interviewing consular officer, that he/she has sufficient economic, professional, family and social ties to Turkey to compel his departure from the United States after a temporary stay.

The post will generally process H, L, K, O, and P visa applications on the basis of the receipt of a cable notice of approval from CIS, provided that attorney-authenticated copies of the petition accompany the application. The post prefers a hard copy of the approval notice and copies of all documents submitted to the Bureau of Citizenship and Immigration Service (CIS). Processing on the receipt of a CIS cable, with respect to K cases, is discretionary. Often the post will not accept the cable notice of approval of a K petition, but will await receipt of the original K petition. There is no specific E visa form and applicants require an interview. E visa applicants should mail to the consulate or drop off their applications several days prior to applying for their visa. The applicant must be present in the consular district, as the consul will notify them to appear for an interview. L and H applicants should expect to be questioned on their applications and should have a letter from the U.S. employer. No interview is waived for L and H visa applicants. U.S. applicants who overstay their visitor visas or student visas will have problems with H, L, or E visas. Spouses or unmarried minor children of principal E, H, or L visa applicant who have changed status in United States should present copies of the application submitted to the CIS. Iranian H-4 applicants (spouse or minor child of Iranians H-1Bs) who have changed status in the United States may be processed.

### **Visas by Mail and Waiver of Interview**

No visas by mail or waivers of interview are possible for Iranian citizens per instructions in the Foreign Affairs Manual.

## **IMMIGRANT VISAS**

Immigrant visa interviews are held each workday (except Friday) by appointment only.

### **Filing Immigrant Visa Petition in Ankara**

In order to help prevent the separation of families, the U.S. Embassy in Ankara accepts I-130 petitions for

the spouses, the biological children and the step-children (who are under the age 21 and unmarried) of U.S. citizens who are physically present in Turkey. [Note: In order to apply for a step-child the marriage between U.S. citizen and foreign spouse must take place before the child's 18<sup>th</sup> birthday.]

If you have already submitted a petition in the United States for your spouse to immigrate to the United States, you may not submit another petition in Turkey. Please note that filing petitions for other relatives cannot be done in Ankara. **To file a petition in Ankara, a U.S. citizen must currently be in Turkey.** The citizen (the petitioner) and his or her spouse (the beneficiary) must send their application to the Embassy via UPS from Turkey. Because both the citizen and his or her spouse must be in Turkey for us to process a visa, **we cannot accept petitions sent from other countries.** After the application is reviewed and an appointment is scheduled, **the petitioner and the beneficiary must both attend an interview at the Embassy.** The entire process takes several weeks, or longer if your application is missing some of the required documents. We recommend that neither the petitioner nor the beneficiary make specific travel plans to leave Turkey, because your appointment may not be scheduled before the day of your flight.

The following pages provide detailed instructions on the forms and documents required for an immigrant visa. The process is as follows:

**STEP 1: Send a petition and application for an immigrant visa to the Embassy via UPS.** You may not drop off your documents at the Embassy. You will receive a response to your UPS submission no more than five working days after it is received. If your petition is incomplete, it will be returned to you with instructions on what documents are missing. If your petition is complete, we will send you a letter scheduling an appointment for an interview. Your appointment is usually scheduled for a few days after you receive this letter.

**STEP 2: Attend an interview at the Embassy.** Both the U.S. citizen petitioner and foreign spouse must attend an interview at the Embassy in Ankara. At the interview, you will be asked to provide a few additional documents as well as proof of your relationship. If the consular officer conducting the interview is satisfied with your documents and relationship, you will receive a receipt for an immigrant visa. A visa will be sent via UPS to your address in Turkey within five working days. NOTE: 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 for these applicants can be issued until all clearances are received.

As mentioned above, you must send all documents and correspondence via UPS **from Turkey**. Your appointment letter or petition (if it is incomplete) will be returned to you by UPS. 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. The phone number for UPS in Ankara is (312) 444 0033. 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.

If you have any questions, please visit our website at <http://ankara.usembassy.gov>. You may email us through our website using the form at the site <http://ankara.usembassy.gov/CONSULAR/questiv.htm>. You may also call us at (90) (312) 466-6100 between 15:30 and 17:00 Mondays through Thursdays.

## **DOCUMENTS REQUIRED TO GET AN APPOINTMENT FOR AN IMMIGRANT VISA INTERVIEW**

To begin the process the petitioner and beneficiary need to send all the following documents to the U.S. Embassy in Ankara via UPS from Turkey. All original documents that cannot be replaced (such as birth certificates and marriage certificates) will be returned to you during your interview.

All U.S. government forms (I-130, G-325A, and I-864) can be downloaded from our website at <http://usembassy.ankara.gov> or requested from the U.S. Embassy Consular Section in Ankara or the U.S. Consulate General in Istanbul. We will only send forms to addresses in Turkey.

**NOTE:** All documents not in English must be accompanied by an original certified English translations. Photocopies of translations are not acceptable. The translation must include a statement signed by the translator that verifies the translation is accurate. The translation must also be accompanied by proof the translator is certified to translate.

### **Documents that the US CITIZEN PETITIONER needs to provide:**

1. **PETITION:** Form I-130 (Petition for Alien Relative) and Form G-325A (Biographic Information) must be fully completed.
2. **PASSPORT, NATURALIZATION CERTIFICATE OR BIRTH CERTIFICATE:**  
A full photocopy of passport, naturalization certificate with raised seal, or original or certified copy of the U.S. citizen petitioner's birth certificate must be provided. The certified copy of the U.S. 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 U.S. Birth Certificates or U.S. Naturalization Certificates will not be accepted. **Please do not send your original passport.** You must carry your passport with you to the interview.
3. **MARRIAGE CERTIFICATE:** Original and photocopy of your marriage certificate with an English translation.
4. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide 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 of the court 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.
5. **PHOTO:** One recent photograph of the petitioner.
6. **AFFIDAVIT OF SUPPORT WITH TAX DOCUMENTS:** You must fill out Form I-864 (Affidavit of Support) for your spouse and attach your W-2 and 1040 tax forms for the last three years. Please see the attached pages for detailed instructions on how to fill out the Affidavit of

Support. The Affidavit of Support must be notarized. If you cannot have the Affidavit of Support notarized before you send it to the Embassy, the consular officer who conducts your interview can notarize it for you. If you did not file taxes in any of the last three years, you must submit a statement explaining why you did not pay taxes. If you do not qualify to sponsor your spouse, you must provide a notarized Form I-864 and supplemental documents from a **co-sponsor**. Even if you have a cosponsor, the petitioner needs to submit an Affidavit of Support and tax documents as well.

**Documents that the FOREIGN SPOUSE BENEFICIARY must provide:**

- 1. APPLICATION FORMS:** Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration) and G-325A (Biographic Information) 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" or "Non Applicable".
- 2. FULL PHOTOCOPY OF PASSPORT:** 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 they are over the age of 16, they must have their photograph attached to the passport. Any child age 16 or older whose photograph is not included in their parent's passport must obtain a separate passport. **Please do not send your original passport.** You must present your passport at the interview.
- 3. BIRTH CERTIFICATES:** One original and certified copy of the birth certificate of each person named in the application is required ("Nüfus Kayıt Örneği" if the applicant was born in Turkey, shenasname from Iran). 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.
- 4. MARRIAGE CERTIFICATE:** Please provide your 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. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:**  
Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. 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 Iran are not required. Please see the following pages for more information.
- 7. 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.
- 8. PHOTO:** One recent photograph of each applicant.
- 9. CONTACT INFORMATION:** Please fill out the contact form provided in this packet.

## **DOCUMENTS REQUIRED AT THE INTERVIEW**

- 1. FEE:** The fee for filing an immigrant visa petition is \$130.00 per person. The fee for an immigrant visa is \$335.00 per person. You will be required to pay the petition filing fee of \$130.00 and the application fee of \$335.00 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 or Visa logoed debit cards 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 (not the U.S. citizen) are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy. 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 your x-ray film to the Embassy.
- 3. 3 COLOR PHOTOS FOR EACH BENEFICIARY:** The beneficiary's full name and surname must be written on the back of each photograph. Photographs must have a white background and show the applicant in ¾ view. Please see the attached page for details on what kind of photos are acceptable.
- 4. PROOF OF RELATIONSHIP:** Petitioners and their beneficiaries will be asked to submit proof of a valid relationship (i.e. proof that you did not get married solely to immigrate to the United States). Please bring letters, photographs, phone bills or other evidence of your relationship to the interview.

- 5. PROOF OF DOMICILE:** In order to petition for your spouse to come to the United States, the petitioner must have an active residence in the United States. If the petitioner is not employed in the United States and has not been in the U.S. for the past few months, you will be asked to prove that you live in the United States. Please see the attached page for information on how you can prove this.

**NOTE: 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. Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. 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.

**If a security check is required,** the beneficiary will be required to return to the Embassy after the check has been completed. The Embassy will request and receive the required clearance for the applicant from the United States. We recommend that applicants return home while they wait for a clearance. Once the Embassy has received the clearance, the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your clearance is complete. Once your number appears on the site, you will need to return to the U.S. Embassy in Ankara. After you present yourself at the Embassy, if your application is complete, your visa will be sent to you at your address in Turkey within five working days.

An immigrant visa is 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.

## 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 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 attached chart lists the required income for different household sizes.

If a sponsor's income is not greater than 125% of the federal poverty guideline, then another person must offer to sponsor the beneficiary. This co-sponsor must fill out a separate I-864, unless the co-sponsor is a member of the sponsor's household (i.e., the co-sponsor claims the original sponsor as a dependent on his or her tax forms).

While photocopies of supporting documents are accepted, only original, notarized I-864 forms are acceptable. A U.S. consular officer abroad, an immigration officer from the Bureau of Citizenship and Immigration Services (BCIS), or a U.S. notary public can notarize signatures on the I-864 and I-864A. A consular officer will not accept I-864 Affidavits of Support that have been notarized by foreign notary publics.

### *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.

### *Supporting Documents*

A sponsor must attach his or her 1040 tax returns and W-2 forms for the past three years to the Affidavit. If the sponsor claims additional assets on the I-864, he or she must attach proof of those assets as well. NOTE: A sponsor's primary residence and/or car cannot count toward "proof of assets" since a sponsor would not be expected to sell his or her home to sponsor an immigrant.

Consular officers can only accept individual tax returns, not business tax returns, since the individual is sponsoring the applicant, not a 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).

If a sponsor files taxes jointly with his or her spouse, then the spouse must fill out form I-864A (Contract Between Sponsor and Household Member), which is attached to form I-864.

Sponsors must attach tax returns for each year they filed taxes. If a sponsor did not file taxes in a given year, they must attach a statement explaining why they did not file taxes.

**Frequently Asked Questions:***What is household size?*

Household size is determined by the number of people claimed on a sponsor's tax returns, the number of people otherwise dependent on him or her, other people a sponsor has filed an Affidavit of Support for, plus the beneficiaries of the petition. For example, if a sponsor who files taxes jointly with his wife and claims two children as dependents is sponsoring one person to immigrate to the United States, his household size is five (himself, his wife, 2 children, and beneficiary). If an unmarried sponsor claims her mother as a dependent on her tax returns, has filed an Affidavit for one other individual, and is sponsoring a family of three to immigrate, her household size is six (herself, mother, other beneficiary, and the family of three).

*What if I did not file income tax returns for the previous three years?*

Immigration law requires the sponsor to submit income tax returns for the three years 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.

*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.

## 2003 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<br>HOUSEHOLD SIZE | REQUIRED INCOME |
|-----------------------------|-----------------|
| 1                           | \$11,225        |
| 2                           | \$15,150        |
| 3                           | \$19,075        |
| 4                           | \$23,000        |
| 5                           | \$26,925        |
| 6                           | \$30,850        |
| 7                           | \$34,775        |
| 8                           | \$38,700        |

For family units with more than 8 members, add \$3,140 for each additional family member.

### FOR ALASKA

| SPONSOR'S<br>HOUSEHOLD SIZE | REQUIRED INCOME |
|-----------------------------|-----------------|
| 1                           | \$14,013        |
| 2                           | \$18,925        |
| 3                           | \$23,838        |
| 4                           | \$28,750        |
| 5                           | \$33,663        |
| 6                           | \$38,575        |
| 7                           | \$43,488        |
| 8                           | \$48,400        |

Add \$3,930 for each additional family member

### FOR HAWAII

| SPONSOR'S<br>HOUSEHOLD SIZE | REQUIRED INCOME |
|-----------------------------|-----------------|
| 2                           | \$12,913        |
| 3                           | \$17,425        |
| 4                           | \$26,450        |
| 5                           | \$30,963        |
| 6                           | \$35,475        |
| 7                           | \$39,988        |
| 8                           | \$44,500        |

Add \$3,610 for each additional family member

## 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 was 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".

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

|                   |            |              |
|-------------------|------------|--------------|
| Afghanistan       | Haiti      | Sierra Leone |
| Azerbaijan        | Iran       | Somalia      |
| Bangladesh        | Iraq       | Sri Lanka    |
| Belarus           | Kazakhstan | Sudan        |
| Bulgaria          | Libya      | Saudi Arabia |
| Cambodia          | Mexico     | Tajikistan   |
| Chad              | Mongolia   | Uzbekistan   |
| Colombia          | Nepal      | Vietnam      |
| Costa Rica        | Nicaragua  |              |
| Equatorial Guinea | Pakistan   |              |

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

|        |          |        |
|--------|----------|--------|
| Brazil | Ethiopia | Rwanda |
| Chile  | Kuwait   | Turkey |

|                 |                     |                               |
|-----------------|---------------------|-------------------------------|
| Comoros<br>Cuba | Lebanon<br>Paraguay | United Arab Emirates<br>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:**

|         |       |             |
|---------|-------|-------------|
| Bermuda | Korea | Netherlands |
|---------|-------|-------------|

## INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors on the following list. The physicians will provide the necessary medical examination forms. Please visit only one of the physicians on the list. You must have your passport and a passport size photo along with your case number 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. You do not need to bring your X-Ray to the interview.

**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  |
|--|---|-------------------------------------|--|
| <b>Dr. Lale Tuncel</b>   | Tunalı Hilmi Caddesi 110/4<br>Kavaklıdere, Ankara | (312) 467 0010<br>(312) 468 6151    | Mon-Fri 10:00-19:00  |
| <b>Dr. Mehmet Ungan</b><br><b>Dr. Handan Ungan</b>                   | Atatürk Bulvarı, No:237/29<br>Kavaklıdere, Ankara | (312) 468 9541                      | Mon-Fri 08:00-19:00<br>Saturday 10:00-17:00  |
| <b>American Hospital</b><br><br>Check up department,<br>second floor | Güzelbahçe Sokak Nişantaşı,<br>İstanbul           | (212) 311 2501-02<br>(212) 311 2000 | For appointment with the<br>appropriate physician,<br>please call in advance, be-<br>tween:<br><br>Mon-Fri 08:00-18:00<br>Saturday 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.**

## PHOTOS

Regardless of age, all U.S. Immigrant Visa applicants must present three un-retouched color photographs, approximately 1 ½ X 1 ½ inches in size, taken on a white background. The size of the image should be approximately 1 inch from the top of the hair to the neck. The pictures must be taken in a ¾ view without earrings or similar accessories, headscarves or other items which may obstruct a full view of the applicant. The photos must clearly show the right ear and the left eye. Photographs must be taken within thirty (30) days of the application date. Applicants confused about special immigrant visa photographs can contact the experienced photographers listed below:

**FOTO AKAY**

Konur Sokak, No. 75/E  
Bakanlıklar, Ankara  
Tel: (0312) 418-7173

**GÜVEN COLOR**

Güvenlik Caddesi, No:69/A  
Aşağı Ayrancı, Ankara  
Tel: (0312) 427-5252

**ROYAL COLOR**

Güvenlik Caddesi, No:85  
Aşağı Ayrancı, Ankara  
Tel: (0312) 426-2751

Examples of acceptable photos:

**DOMICILE**

The law requires that U.S. citizen petitioners and I-864 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.

Domicile is a complex issue and must be determined on a case by case basis. To qualify, 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.

*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;

Other evidence may include: a signed lease, utility bills, or evidence of medical treatment in the United States. Again, domicile is determined on a case-by-case basis, and different documents may be required for different individuals. 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.

If the consular officer is not satisfied with the petitioner's proof of domicile, the petitioner may be required to return to the United States before his or her family can get a visa.

## CONTACT INFORMATION SHEET

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 : \_\_\_\_\_

## CHECKLIST

### UPS to Embassy

#### From US Citizen Petitioner

- Form I-130 (Petition for Alien Relative)
- Form G-325A (Biographic Information Sheet)
- Passport, Naturalization Certificate, or Birth Certificate
- Marriage Certificate
  - Original
  - Photocopy
  - Translation
- Divorce Decree or Death Certificate (for each prior marriage)
  - Original
  - Photocopy
  - Translation
- I-864 (Affidavit of Support)
  - 1040 forms from 2002, 2001, and 2000
  - W-2 forms from 2002, 2001, and 2000
  - Proof of other assets (if necessary)
  - Statement explaining why you did not file taxes (if necessary)
- I-864 from cosponsor (if necessary)
  - 1040 forms from cosponsor for 2002, 2001, and 2000 (if necessary)
  - W-2 forms from cosponsor for 2002, 2001, and 2000 (if necessary)
- One photograph

#### From Foreign Spouse Beneficiary

- Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration)
- Form G-325A (Biographic Information)
- Full photocopy of passport
- Birth Certificate (Nüfus Kayıt Örneği from Turkey, Shenaname from Iran)
  - Original

- Photocopy
- Translation
- ❑ Marriage Certificate
  - Photocopy
  - Translation
- ❑ Divorce Decree or Death Certificate (for each prior marriage)
  - Original
  - Photocopy
  - Translation
- ❑ Police Certificate (for applicants older than 16; not required from Iran)
- ❑ Court and Prison Records (if necessary)
- ❑ One photograph
- ❑ Contact Information Sheet

## CHECKLIST

### Bring to Interview

- ❑ Fee (\$130 for petition; \$335 for each beneficiary)
- ❑ Medical Report
- ❑ 3 acceptable photos (write beneficiary's name on back of photos)
- ❑ Proof of Relationship
- ❑ Proof of Domicile (if necessary)

You will be informed at the interview if there are any problems, questions, or missing documents. Additional or missing documents can be submitted at the embassy between 1:30 pm and 2:00 pm, Monday, Tuesday, Wednesday, or Thursday.

If everything is complete at the time of the interview, the visa will be sent to you by UPS courier system.

The post will not process IV cases of Iranian or Turkish citizens on the basis of the receipt of a cable notice of approval from CIS. The post will process Immigrant Visas on the receipt of the petition from the CIS. The post will not expedite IV applications except in the case of a minor turning 21.

For following-to-join and derivative cases under the employment category, the post will accept a form I-824 cable. The U.S. embassy at Ankara is designated as one to process immigrant visa applications filed on behalf of Iranian citizens.

### Medical Examinations

Dr. Mehmet Urgan Dr. Handan Urgan  
Atatürk Bulvarı, No:237/50Kavaklıdere, Ankara

(312) 468 9541  
Hours: Mon-Fri 08:00-7:00 p.m. Saturday 10:00-5:00 p.m.

Dr. Lale Tuncel  
Tunalı Hilmi Caddesi 110/4 Kavaklıdere, Ankara  
Tel: (312) 467-0010 or (312) 468-6151  
Hours: Mon-Fri 10:00 am–7:00 pm

American Hospital  
Güzelbahçe Sokak Nişantaşı, İstanbul  
Tel: (212) 230-0165  
Hours: Mon-Fri 10:00 am–6:00 pm and Sat. 10:00

**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.**

### **Discretionary Cases**

The post accepts no discretionary cases. However, Ankara is a designated processing post for Iranian visa applicants.

### **Additional Documents and Special Forms**

The post uses a special supplemental questionnaire for Iranian NIV applicants. A copy of the current questionnaire is attached.

All applicants must submit certain personal documents in association with their application, and which are listed in the instructions included in each set of forms mailed. At the time of the interview, bring all requested original documents, translations, and one copy of each with you.

### **Rescheduling an Immigrant Visa Interview**

Often unforeseen circumstances may prevent beneficiaries from appearing on their interview date. The post asks that as soon as you or your relative know that it will not be possible to appear on the scheduled date, please notify the embassy immediately.

You must e-mail, fax or write the embassy with your request to re-schedule the interview. Please put IV Appointment on the subject line. Every effort will be made to ensure that you or your client receives the next earliest possible appointment date.

## **THE AMERICAN CITIZEN SERVICES**

The American Citizen Services unit assists people with American passport renewal and issuance, reports of birth abroad, U.S. citizen registration, federal benefits, notarial services, voter assistance, tax forms, and emergency services for American citizens. These services are provided between 8:30 am–11:30 am and from 1:00 pm to 4:00 pm, on Monday through Friday. For telephone inquiries, please call (+90) (312) 468-6106.

## **HOLIDAYS**

Legal American and Turkish Holidays Observed by the U.S. Consulate in 2004

|                             |                    |   |
|-----------------------------|--------------------|---|
| January 1, 2004             | Tuesday            | New Year's Day                                |
| January 19, 2004            | Monday             | Birthday of Martin Luther King                |
| January 31-February 4, 2004 | Saturday-Wednesday | Sacrifice Holiday (from 13:00 p.m. on Monday) |
| February 16, 2004           | Monday             | Presidents Day                                |

|                      |                    |   |
|----------------------|--------------------|---|
| April 23, 2004       | Friday             | National Sovereignty and Children's Day               |
| May 19, 2004         | Wednesday          | Ataturk Memorial, Youth & Sports Day                  |
| May 31, 2004         | Monday             | Memorial Day  |
| July 5, 2004         | Monday             | Independence Day (in lieu of July 4, Sunday)          |
| August 30, 2004      | Monday             | Victory Day   |
| September 6, 2004    | Monday             | Labor Day   |
| October 11, 2004     | Monday             | Columbus Day  |
| October 28-29, 2004  | Thursday-Friday    | Turkish Independence Day (From 13:00 p.m. on Thu)     |
| November 11, 2004    | Thursday           | Veterans' Day   |
| November 13-16, 2004 | Saturday - Tuesday | Ramadan Holiday (From 13:00 p.m. on 11/13, Sat)       |
| November 25, 2004    | Thursday           | Thanksgiving Day                                      |
| December 24, 2004    | Friday             | Christmas Day (in lieu of December 25, Saturday)      |
| December 31, 2004    | Friday             | New Year's Day (in lieu of January 1, 2005, Saturday) |

### GETTING MARRIED IN TURKEY

## TURKISH MARRIAGE PROCEDURES FOR AMERICANS

All marriages in Turkey must be performed under the authority of the Turkish Civil Code to be legally recognized. Religious ceremonies do not qualify. U.S. military personnel are reminded that they may have to obtain the approval of their commanding officers before marrying. Women, who have been previously married, may not remarry within 300 days of the final date of divorce or the death of her husband. This waiting period can only be waived with a Turkish court decree. A medical examination is required for the marrying couple. The examination may be performed in any laboratory or hospital in Turkey. A valid report of medical examination should include applicant's blood type and results of blood tests for HIV, Hepatitis B & C, and Syphilis and indicate that the applicant has no contagious diseases. There is usually a package program at the laboratories for the medical report needed by the Turkish Bureau of Marriages (Evlendirme Dairesi).

For convenience, local laboratories familiar with United States Embassy medical examination and report requirements are included below:

## INSTRUCTIONS

1. Obtain an *Affidavit of Eligibility to Marry* from the American Embassy, Consular Section. You will need to present your passport or ID Card, if military. If you have been married previously, you must also submit an original or a certified copy of your divorce

decree. The fee for notarizing the affidavit of eligibility to marry is \$30.00. U.S. Government employees, military members and their dependents are exempt from this fee.

2. The Turkish government requires authentication of the American Consular Officer's signature. Any Monday through Friday between 09:00-12:00 and 14:00-15:30, except holidays, take the notarized *Affidavit of Eligibility to Marry* to the Consular Department of the Turkish Ministry of Foreign Affairs (MFA). The MFA is located at Anit Street, No. 12, Tandogan Square, Ankara, Tel: (312) 292-2030. The fee for this service is TL 12,300,000 (as of Jan 1, 2004) payable in Turkish Lira (subject to change).

3. Make three copies of both sides of this affidavit and one copy of the data and photo pages of your passport or ID card, if military. (They are required in the marriage bureau).

4. Each person will need to have five photographs, front view, 2x2 inches in size.

5. Each Mayoral District has a marriage bureau. Learn which district your residence falls and pick up a "Marriage Declaration" form (Evlenme Beyannamesi), from the Marriage Bureau. Contact information for selected Marriage Bureaus in Ankara includes:

The attached English language translation of the marriage declaration form is provided for reference only. Answers must be recorded on the Turkish language form in Turkish. Each person should complete in ink two original copies of this form.

After affixing the pictures, the marriage declaration must be certified by a district alderman (muhtar).

- When completing the marriage declaration be careful not to make any errant marks. Neatly cross out any mistakes and initial next to the correction.
- Be sure to note your prior marital history -- single, widowed or divorced. If widowed or divorced state the exact date of the termination of the marriage including day, month and year. (U.S. Citizen women must obtain a Turkish court *Decree of Waiver* to be eligible to re-marry within 300 days after the termination of a prior marriage.)
- The applicant's date of birth should be written as day, month, and year.

6. Two letter-sized envelopes and postage stamps should be brought during the application.

7. Depending on your answers, the marriage official may require additional steps to be taken. For instance, if you stated that you need your future spouse to undergo a medical

examination, you may be referred to a health institution for this purpose. In this case, an appointment for the wedding may be set for after the examination.

8. As of January 1, 2004, the fee for the marriage without ceremony is TL 31,000,000; with ceremony TL 60,000,000 (weekdays), TL 125,000,000 (weekends until five o'clock), and TL 155,000,000 (weekends between five and seven o'clock). If the marriage officer performs the marriage ceremony elsewhere the fee is TL 105,000,000 (within the Cankaya Municipality limits) and TL 155,000,000 (out of Cankaya Municipality limits). All fees are subject to change.

9. Two witnesses who are not your close relatives must attend the marriage ceremony. If your Turkish is limited, an interpreter/translator will be required to assist you in understanding and responding to the marriage officer's questions. A witness may NOT simultaneously act as an interpreter. Marriage ceremonies will not be performed within 48 hours of submitting your documents to the marriage bureau.

10. Children under the age of 18 old must obtain permission from parents or custodians before they can marry. Names should be written on the marriage declaration and should be certified by the alderman or a notary public. If one parent is deceased, a death certificate from the Birth Registration Office should be brought. Children under the age of 16 must bring a court decree to be eligible to marry.

11. If you would like to use your maiden name together with your married name you should complete two original copies of application forms available from the Marriage Bureau at the time of your initial registration. Good luck.



STATEMENT OF CONSENT  
(Only for persons under 18 years of age)

I hereby grant permission for his/her marriage.  
(Woman) Mother (Name-Last Name-Signature) Father (Name-Last Name-Signature)

Guardian (Name-Last Name-Signature)

(Man) Mother (Name-Last Name-Signature) Father (Name-Last Name-Signature)

Guardian (Name-Last Name-Signature)

The above photographs and signatures belong to the said individuals.

Certified by: Name and Last Name:

Title:

Signature: (Seal)

Director of Vital Statistics

(To be certified by the Marriage Officer, Village/District alderman (Muhtar),  
Government Officer of employing office, Notary Public or Consulate)

(\*) The parties whose names and identities are written above will be able to marry in the presence of competent authorities within six months, effective the date below.

Seal

Date and Signature