



Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-1492

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9 FAM APPENDIX K, 100

Changes

1. This Change Transmittal issues updates to **9 FAM Appendix K, 100**.

Section 104 was changed to include the following sentence: Visa Referral Records: Section chiefs should insure that data entry personnel understand the importance of properly entering referral cases as referral cases, of selecting the proper referral category (A or B), and of clearly identifying scanned documents by selecting the appropriate description during scanning.

Minor formatting and language changes were made throughout.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic. Italic provides a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and discard the old 9 FAM Appendix K, 100 (CT:VISA-1264; 08-04-2009, 5 pages) and insert the new 9 Appendix K, 100 (CT:VISA-1492; 09-02-2010, 5 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1492, and initial.

Distribution Notice

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(CA/VO/L/R)