United States Department of State

Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-1464
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9 FAM 42.62
PROCEDURAL NOTES

Changes

1. **9 FAM 42.62, Procedural Notes**: Small editorial changes or corrections throughout. More significant changes include:

   - **9 FAM 42.62 PN1, Preparing for Appointment with Applicant**: Post should review either the applicant's Form DS-230, or the online IV application report associated with the submitted Form DS-260, Online Application for Immigrant Visa and Alien Registration;

   - **9 FAM 42.62 PN3.4-4, Dissemination of "Law Enforcement Sensitive" (LES) Information**: A post may disseminate "Law Enforcement Sensitive" (LES) information;

   - **9 FAM 42.62 PN4.1, Initial Duties of Document Checker**: Adds Form DS-260, Online Application for Immigrant Visa and Alien Registration, if desired, in lieu of Form DS-230;

   - **9 FAM 42.62 PN4.2, Paying Processing Fee**: An alien must pay the one-time processing fee after completing either Form DS-230, Application for Immigrant Visa and Alien Registration, or Form DS-260, Online Application for Immigrant Visa and Alien Registration;

   - **9 FAM 42.62 PN7, Completing Form DS-230, Application for Immigrant Visa and Alien Registration, in Language Other than English**: Note: If using the online form (Form DS-260, Online Application for Immigrant Visa and Alien Registration), this form cannot be submitted in any language other than English;

   - **9 FAM 42.62 PN8, Importance of U.S. Address**: Adds address alien has provided on the online form (Form DS-260, Online Application for Immigrant Visa and Alien Registration);

- **9 FAM 42.62 PN8.2, Explaining Significance of Oath to Applicant**: If the alien applicant has used Form DS-260, Online Application for Immigrant Visa and Alien Registration, the alien applicant must recite orally the entire written oath attesting to, and affirming, that all statements that the alien applicant has submitted on this form are true; and

- **9 FAM 42.62 PN8.4, Correcting Form DS-230, Application for Immigrant Visa and Alien Registration, or Form DS-260, Online Application for Immigrant Visa and Alien Registration**: If answers to questions on Form DS-260 (the online version of the form) need correction or amplification, these changes must be made by using the "Add Remarks" function on the section(s) that needs correction or amplification.

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 dark magenta*. Other than formal titles, the italic dark magenta will be removed the next time the material is updated. Only current changes will appear in italic dark magenta. Italic dark magenta 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 for Paper Copies

1. Remove and discard old 9 FAM 42.62 Procedural Notes (CT:VISA-1093, 10-31-2008; 10 pages) and insert revised 9 FAM 42.62 Procedural Notes (11 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-1464, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

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)