

9 FAM 42.51 PROCEDURAL NOTES

*(CT:VISA-1733; 10-06-2011)
(Office of Origin: CA/VO/L/R)*

9 FAM 42.51 PN1 MONTHLY REQUEST FOR IMMIGRANT VISA (IV) NUMBERS

(CT:VISA-1531; 09-23-2010)

- a. The Department allocates visa numbers on the basis of monthly reports of documentarily qualified visa applicants submitted by the posts, the National Visa Center (NVC), and the Kentucky Consular Center (KCC). Issuing offices abroad must prepare and submit Report 20, Monthly Report of Documentarily Qualified Immigrant Visa Demand, so that it reaches the Immigrant Visa Control and Reporting Division (CA/VO/F/I) by the first of the month. Posts authorized to issue immigrant visas (IV) but having no reportable applicants in a given month need not submit Report 20.
- b. The monthly allotment of IV numbers is close to the maximum permissible. Therefore, only a few IV numbers remain for allocation in response to individual requests from posts. For this reason, posts should not request allocation of IV numbers for applicants who become documentarily qualified after the submission of the report unless special circumstances exist in an individual case necessitating immediate issuance of a visa. A post with unused numbers in a particular category/chargeability which would otherwise be returned to CA/VO/F/I at the end of the month should use such numbers before requesting additional allocations in the same category/chargeability. During the last month of a fiscal year, there are generally fewer IV numbers available for individual allocation than in any other month, and only requests for the most compelling cases can be honored during that time.

9 FAM 42.51 PN2 RETURNING UNUSED VISA NUMBERS

(CT:VISA-805; 05-03-2006)

Posts shall return unused visa numbers allocated for a specific month to the Department (CA/VO/F/I) by Report 22, Monthly Returns. Report 22,

Monthly Returns must be sent within five calendar days of the end of each month. (See 9 FAM Appendix I.)

9 FAM 42.51 PN3 RECAPTURED VISAS

(CT:VISA-1004; 09-04-2008)

A recaptured visa is a visa that is known to have not been used (e.g., the bearer died or was unable to travel during the validity period). Such visas should be recaptured and the visa number returned to the Department unless the same applicant wants to replace his or her visa during the same fiscal year. (See 9 FAM 42.74 Notes.)

9 FAM 42.51 PN3.1 Importance of Prompt Return

(CT:VISA-1531; 09-23-2010)

Posts must return recaptured numbers to the Department (CA/VO/F/I) as soon as they have been recaptured. A visa number returned during the fiscal year of original issuance may be reallocated by the Department during the same fiscal year. It is essential that visa numbers recaptured near the end of a fiscal year be returned as promptly as possible so that they may be used elsewhere before the end of the fiscal year.

9 FAM 42.51 PN3.2 Using "VISAS GIRAFFE" Format to Return Recaptured Numbers

(CT:VISA-1733; 10-06-2011)

Posts must return recaptured visa numbers by telegram or e-mail using the code word "GIRAFFE" followed by the words "Recaptured Visa Numbers." This is designed to preclude any possible confusion of these returns with returns of other unused visa numbers. The issuance date (month and year) of the allotted number being returned should also be indicated. (See 9 FAM Appendix E, [303](#) for VISAS GIRAFFE format.) Posts should make a notation of the recapture and return in their records.

9 FAM 42.51 PN3.3 "Recaptured" Immediate Relative Visa

(CT:VISA-1004; 09-04-2008)

Immediate relative visas are not subject to numerical limit, and therefore no visa numbers are allocated or used for immediate relative visa issuances. Under the terms of the Immigration and Nationality Act (INA) as revised by the Immigration Act of 1990, however, each year's total of immediate

relatives must be considered when the Department calculates the family preference numerical limit for the following year. Thus, it is important for the Department to know when immediate relative visas are unused by the recipients so that such visas will not be counted in determining the family preference limit. Posts are asked to report such "recaptured" immediate relative visas to CA/VO/F/I in the same manner as recaptured visa numbers; they should be identified as "Recaptured Immediate Relative Visa(s)," and the month and year of visa issuance should be indicated.