

9 FAM APPENDIX O, 1300 CHECKLIST OF VISAS 92 PROCESSING STEPS FOR CONSULAR OFFICERS

*(CT:VISA-1141; 01-13-2009)
(Office of Origin: CA/VO/L/R)*

- a. Post receives a Form I-730, Refugee/Asylee Related Petition from the National Visa Center (NVC). (See 9 FAM Appendix O, Sections 1205 or 1207).
- b. Post contacts beneficiaries, advises them of documentary requirements, and schedules interviews, making a concerted effort to schedule related family members at the same time. (See 9 FAM Appendix O, Section 1207.1).
- c. Consular officer enters beneficiary information into the nonimmigrant visa (NIV) application in the same manner as for other visa applicants, using the YY visa class and annotation. (See 9 FAM Appendix O, Section 1207.1).
- d. Consular officer conducts interview and collects biometric fingerprints. (See 9 FAM Appendix O, Section 1208.1).
- e. Post assists beneficiaries with scheduling medical examinations with a panel physician. (See 9 FAM Appendix O, Section 1209.2).
- f. Post conducts applicable checks (CLASS, IDENT, FR) and resolves any inadmissibilities. If applicable, post sends a Visas Merlin 92 request.
- g. Post sends a Form I-602, Application by Refugee for Waiver of Grounds of Excludability request, if applicable, to the Officer-in-Charge (OIC) of the overseas U.S. Citizenship and Immigration Services (USCIS) office with jurisdiction over the case. (See 9 FAM Appendix O, Section 1208.3-2).
- h. Post prepares V-92 travel packet and issues the V-92 boarding foil. Foil is placed in a passport or on a Form DS-232, Unrecognized Passport or Waiver Cases and given to the applicant. (See 9 FAM Appendix O, Section 1210).