



# Foreign Affairs Manual

## VOLUME 9 – Visas

**Change Transmittal:** VISA-1358

**Date:** October 23, 2009

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## 9 FAM 40.41 PROCEDURAL NOTES

### Changes

1. This Change Transmittal issues updates to the following subchapters:

**9 FAM 40.41 Procedural Notes,**

- PN1.1 Notarizing and Photocopying Documentation
- PN2.4 Part 6 of Form I-864 or Part 5 of Form I-864-EZ:  
Sponsor's Income and Employment
- PN2.5 Part 7 of Form I-864: Use of Assets to Supplement  
Sponsor's Income
- PN2.8 Federal Income Tax Returns
- PN2.11 Consular Posts/U.S. Citizenship and Immigration Services  
(USCIS) Completion of "Agency Use Only" Box
- PN2.12 Verification of Information
- PN3 Accepting Form I-864-W, Intending Immigrant's Affidavit  
of Support Exemption When Alien can demonstrate 40  
quarters of work under SSA
- PN4.2 When Form I-864, Affidavit of Support Under Section 213A  
of the Act is Not Required

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 *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide 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 40.41 Procedural Notes (CT:VISA-1209; 04-28-2009, 14 pages) and insert the new 9 FAM 40.41 Procedural Notes (CT:VISA-1358; 10-23-2009, 14 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-1358, 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)**