

U.S. Consulate General Ciudad Juarez
Paseo de la Victoria #3650, Fracc. Partido Senecú
Ciudad Juárez, Chihuahua, Mexico C.P. 32543



Applicant Service Center
Ave Lopez Mateos 924 N, Fracc. La Playa,
Ciudad Juarez, Chihuahua, Mexico C.P. 32310

Non-Immigrant Visa Checklist

Applicant Service Center Appointment Date: _____ Appointment Time: _____

Consulate Interview Appointment Date: _____ Appointment Time: _____

What to expect at the **Applicant Service Center**:

- Arrive no more than 15 minutes early and no more than 30 minutes late for your appointment.
- Bring your appointment receipt (\$26 USD), valid passport, and application confirmation page.
- If children under 7 are not coming to the appointment, bring their photo.
- Be sure your confirmation page says "Ciudad Juarez" for the location selected.
- Be prepared for your photograph. Arrange hair away from ears and face and remove big earrings.
- You will have fingerprints taken of all 10 fingers and you will sign up for DHL courier delivery.

What to expect at the **Consulate**:

- Arrive no more than 15 minutes early for your appointment.
- Have the **following documents together and ready** while you are standing in line outside the Consulate: Application confirmation page, DHL receipt, passport, payment receipts and any visa you currently have.
- Bring proof of marital status. If you are applying for a visa other than a border crossing card, bring any document specific to that visa class.
- You should bring your family members' visas, even if they will not be traveling with you or applying for a visa.
- Do not bring any **prohibited items**, such as: any sharp objects, including pens; food; liquids; cell phones; cameras; nail clippers; mirrors; aerosols; cigarettes; matches, etc.
- You will pass through the security checkpoint, and a small ticket number will be attached to your confirmation page. You will be directed to the appropriate waiting area or check-in window.
- Watch the display screens for your ticket number. To the right of your ticket number is your interview window number. When your ticket number displays, go to the window number indicated.
- Give the Consular Officer your confirmation page, receipts, visa (if you have one) and passport. If the Officer wants to review other documents or the visas of your family members who are not applying, he or she will ask for those documents.
- You will be asked to place one finger on a small scanner screen. The Officer will tell you which finger to use.
- Your visa will not be returned to you, even if it is still valid.
- If your visa is approved, the Officer will return your DHL courier receipt to you. If your visa is not approved, you will receive a document telling you why.
- When you receive your visa, check it carefully. Report errors immediately.

*The Consulate DOES NOT certify or recommend any provider of visa services or documents. Do not believe any representative or business who tells you that they either represent the Consulate or can provide you with documents or services that guarantee that you will receive a visa. **We take fraud seriously.** If it is discovered that you have provided false information or documents, it can prevent you from obtaining a visa.*

Additional information about U.S. visas is available at our web site <http://ciudadjuarez.usconsulate.gov/>