

DS 260 FILING INSTRUCTIONS

When you have received your I800 (child specific) approval from USCIS you should also receive a NVC letter in your email about the approval. It comes from the National Visa Center. Once you have both these, you will need to apply for the DS-260. The DS-260 allows the country to file for your child's visa.

Here is a brief outline of the steps to complete the DS-260:

1. Go to <https://ceac.state.gov/ceac/>
2. Click on "DS-260, Online Immigrant Visa and Alien Registration Application".
3. Enter the Case Number (from your NVC letter).
4. Select "Petitioner" from the drop-down menu.
5. Enter the Invoice ID Number (from your NVC letter).
6. Sign In
7. Complete the DS-260 (utilize the DS-260 example on portal)
8. Please put your information in the "Parents" section (NOT the biological parents).
9. When you are finished, please make sure to hit "submit."
10. Please email your IAS the confirmation page of the DS-260 and a copy of your I800 approval and NVC letter

There are questions on the form about when the child entered into the orphanage and where they are from. These answers can be found in the original referral information.

The DS-260 online form will time out but you can save your information and log back into complete it.