

Submitting Documents to the NVC

Mail Processing

Only mail documents to NVC if instructed. Submitting documents by mail when not instructed to will delay the processing of your case.

After you collect the financial evidence and supporting documents, you must submit all required items in ONE package to NVC. Your case may be significantly delayed if you don't submit all of your documents at the same time.

IMPORTANT: Do not send your original passport or original civil documents such as birth, and marriage certificates. Instead, submit a photocopy of these documents to NVC. However, **you must bring these original documents to your visa interview.** This is true no matter what method you are required to submit documents to NVC.

If you have been instructed by NVC to physically mail your documents for review mail all of the following together.

- Document Cover Sheet included in your NVC Welcome Letter
- Financial forms and supporting documents
- Photocopies of civil documents as well as any required translations.

IMPORTANT: Please send photocopies only. DO NOT SEND ORIGINAL DOCUMENTS.

Address for mail sent through USPS:

DOS Visa
P.O Box 65446
Potomac Falls, VA 20165

Address for mail sent through express carriers:

DOS Visa
44132 Mercure Circle
PO Box 65446
Sterling VA 20166

If you are sending documents for more than one case

number, DO NOT mail them in one envelope. A complete set of documentation is required to be mailed separately for each case number.

NVC cannot accept documents saved on any form of electronic media, including CDs and memory cards. If you send any electronic media to NVC, we will return it to you unopened.

To determine which cases NVC is currently reviewing, please refer to the [NVC Timeframes page](#) on the right navigation bar.

Email Processing Required

Only email documents to NVC if instructed. Submitting documents by email when not instructed to will delay the processing of your case.

Scan and save your financial forms and evidence, supporting civil documents, and translations as a PDF file. Then send them to NVCelectronic@state.gov as attachments to an email. Please type your case number in the subject line of the email. You can attach multiple PDFs to a single email, but each PDF can be no more than 5 MB (megabytes) in size. If you have more than one case number, use a different email message for each case. For more information, review our [Document Scanning FAQs](#).

Written Inquiries

Written inquiries should be submitted by using the [Public Inquiry Form](#). Failure to use this form will delay any responses from NVC.