

9 FAM 41.113 Procedural Notes

(TL:VISA-624; 05-10-2004)

(Effective 07-02-2003)

(Office of Origin: CA/VO/L/R)

9 FAM 41.113 PN1 Information About Machine Readable Visa (MRV)

(TL:VISA-575; 08-25-2003)

The machine readable visa (MRV) has replaced the Burroughs visa worldwide. The information on the MRV is printed on an adhesive foil and consists of five sections that:

- (1) Reflect biographic data about the visa applicant;
- (2) Contain information about the visa itself, (visa type, number of entries, date of issuance and date of expiration);
- (3) Show the 88-character field used for annotating additional information about the recipient; (e.g., the reason the recipient is going to the United States, or the annotation of a petition number, etc.);
- (4) Display a digitized photo of the visa recipient; and
- (5) Contain two lines of highly sensitive coded data that is scanned by the immigration officer at a port of entry. The slightest damage to either line will prohibit the scanner from reading the data, thus delaying the applicant's entry into the United States. (Posts should instruct MRV recipients not to rub, place objects (paper clips, etc.) near, nor fold the page that contains the MRV.)

9 FAM 41.113 PN1.1 Separate Machine Readable Visa (MRV) for Each Applicant

(TL:VISA-624; 05-10-2004)

A separate MRV shall be issued to each qualified applicant, even when multiple applicants are included in the same passport. Thus, it is necessary that the passport contain an unmarked page for each visa issued. When possible, the page opposite the visaed page should also remain unmarked. This will provide space for the *Department of Homeland Security (DHS)* officer at the port of entry to annotate and/or stamp the applicant's passport at the time the applicant is admitted into the United States.

9 FAM 41.113 PN1.2 Photograph Requirements for Machine Readable Visa (MRV)

(TL:VISA-575; 08-25-2003)

a. The photograph of each visa applicant must be an unmounted full face photo, taken within the past six months. A "full face" photo is one in which the applicant is facing the camera directly. The applicant should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. Although variations in hair styles and in head coverings make it difficult to rigorously define the term "face," in general, the head of the applicant, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom, and from hair line side-to-side. It is preferable that the ears be exposed. The key requirement is that the photograph clearly identify the applicant.

b. The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25 mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo. Photos may be either in color or black and white and must be taken against a white or off-white background. Photos should be printed without borders. Photos should be stapled or glued to Form DS-156, Nonimmigrant Visa Application. If the photograph is stapled, the staples should be placed as far away as possible from the applicant's face. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.

9 FAM 41.113 PN1.2-1 Head and Face Coverings

(TL:VISA-472; 10-09-2002)

Head coverings and hats are only acceptable due to religious beliefs, and even then, may not obscure any portion of the applicant's face. Sunglasses or other paraphernalia which, detracts from the face, as defined above are not acceptable, unless required for medical reasons (an eye patch, for example). A photograph depicting a person wearing a traditional facemask or veil that does not permit adequate identification is not acceptable. Photos of military, airline or other personnel wearing hats are not acceptable. Photographs of applicants wearing tribal, national costume or other headgear not specifically religious in nature are not acceptable. Consular officers are encouraged to use their discretion and knowledge of local conditions in evaluating the appropriateness of headgear in visa photos. Photos of applicants for A and G visas wearing head coverings as part of the national costume may be accepted at the discretion of the consular officer, provided the face, as defined above is clearly identifiable.

9 FAM 41.113 PN1.2-2 Individual Photo Required

(TL:VISA-392; 04-11-2002)

Since a separate visa is issued to each qualified applicant, an individual photo is required in all cases. Group photos are not acceptable.

9 FAM 41.113 PN1.3 Entering Information in the Machine Readable Visa (MRV) Data Field

(TL:VISA-472; 10-09-2002)

a. The following information must be entered in the machine readable visa (MRV) data field before a visa can be issued:

- (1) Full name of applicant;
- (2) Visa type;
- (3) Visa class;
- (4) Passport number;
- (5) Sex;
- (6) Date of birth;
- (7) Nationality;
- (8) Number of entries allowed;
- (9) Date of visa issuance; and
- (10) Date of expiration.

Absent any of this information, the system will not accept the visa application. Prior to entering this information in the system, the personal data on Form DS-156, Nonimmigrant Visa Application, should be checked against the personal data page in the passport to ensure accuracy.

b. The name of the visa issuing post and the control number are automatically printed on the MRV.

c. When entering information in the data field, the only punctuation the system will accept is a comma, which is used to separate the surname from the given name.

d. In certain countries where many nationals have only a surname, the applicant's first name should be entered as FNU. For example, "Smith, FNU". The "FNU" stands for "First Name Unknown".

9 FAM 41.113 PN1.4 Entering Information in the Machine Readable Visa (MRV) Annotation Field

(TL:VISA-171; 10-15-1997)

Annotations on a machine readable visa (MRV) shall be placed in the 88-character field beneath the word “Annotation”. Abbreviations may be used as necessary in the annotation field. (For example: P.A. vice Principal Applicant). Unlike the data field, various forms of punctuation (hyphen, period, etc.) may be used in the annotation field, when appropriate.

9 FAM 41.113 PN1.5 Use of “Bearer” Stamp

(TL:VISA-171; 10-15-1997)

The use of the “Bearer(s)” stamp is not authorized on a MRV. The full name of the recipient must be spelled out in each visa.

9 FAM 41.113 PN1.6 Use of Titles

(TL:VISA-171; 10-15-1997)

Titles such as “Dr.”, “Sr.”, “Mr.”, “Mrs.”, etc. may not be used in the data field on a MRV. Such titles, however, may be used in the annotation field, as appropriate.

9 FAM 41.113 PN1.7 Other Notations in a Machine Readable Visa (MRV)

(TL:VISA-171; 10-15-1997)

When processing a visa request, the following letters shall be entered in the “Visa Type” field depending on the type of visa the applicant is authorized to receive: “D” for Diplomatic, “O” for Official, or “R” for Regular. (See 9 FAM 41.26 and 9 FAM 41.27.)

9 FAM 41.113 PN1.8 Annotating Visas for Foreign Government Officials

(TL:VISA-171; 10-15-1997)

The visa of a principal applicant should be annotated to reflect the principal applicant’s place of employment. For example:

**JOHN DOE, EMBASSY OF Z
WASHINGTON, DC**

9 FAM 41.113 PN1.9 Annotating Visas for Permanent Observer Missions at UN

(TL:VISA-472; 10-09-2002)

Principal applicants at Permanent Observer Missions at the UN shall be issued B-1 visas that are to be annotated to reflect the principal applicant's place of employment. For example:

**JOHN DOE
OBSERVER MISSION TO THE UN
(NAME OF ORGANIZATION), WASHINGTON, DC**

9 FAM 41.113 PN1.10 Dependents of Permanent Observer Missions at the UN

(TL:VISA-472; 10-09-2002)

**PRINCIPAL APPLICANT: JOHN DOE
UN OBSERVER MISSION
(NAME OF ORGANIZATION), WASHINGTON, DC**

9 FAM 41.113 PN1.11 Altering Data on a Machine Readable Visa (MRV)

(TL:VISA-472; 10-09-2002)

All data on a machine readable visa (MRV) is computer generated, therefore, handwritten annotations or alterations on a MRV are strictly prohibited. In the event of an error in the data entry, the information must be reentered and the visa reissued.

9 FAM 41.113 PN2 Placement of a Machine Readable Visa (MRV) in a Passport

(TL:VISA-624; 05-10-2004)

A MRV must be placed as close as possible to the bottom and left side of the passport page. This will allow the visa to be scanned easily by the *Department of Homeland Security (DHS)* officer at the port of entry.

9 FAM 41.113 PN2.1 Placing a Machine Readable Visa (MRV) on Form DS-232, Unrecognized Passport or Waiver Cases

(TL:VISA-624; 05-10-2004)

a. When a MRV must be placed on Form DS-232, Unrecognized Passport or Waiver Cases, (this form is used in lieu of a passport) the procedures outlined below shall be followed:

b. The bottom part of the machine readable visa (MRV) should be placed as close as possible to the lower right corner on the Form DS-232, Unrecognized Passport or Waiver Cases. (See 9 FAM 41.113 Exhibit II.) Placing the MRV at this location will enable the *Department of Homeland Security (DHS)* officer to scan the visa easily. The Form DS-232, should be carefully folded before inserting it into the passport, thus ensuring that the MRV itself is neither creased nor folded.

c. Since the MRV contains a photograph of the visa recipient, it is not necessary to place an additional photo of the applicant on Form DS-232.

9 FAM 41.113 PN3 Scanning the Machine Readable Visa (MRV)

(TL:VISA-472; 10-09-2002)

a. After the MRV has been placed in the travel document, the visa shall be scanned to ensure that the coded data are error-free, thus expediting the recipient's entry into the United States. The following steps should be taken in scanning a MRV:

(1) The visaed page should be placed face down on the left side of the scanner with the coded data lined up against the border guide;

(2) Only the page containing the visa should be passed through the scanner; and

(3) The passport should be moved manually toward the scanner's opening (left to right).

b. The scanner will feed the passport through the reader while the staff member holds the passport. If the coded data are error-free, a green light will emanate. If a red light appears, this indicates an error in the visa that must be corrected before returning the passport to its owner.

9 FAM 41.113 PN3.1 Care and Maintenance of Quality Assurance Readers

(TL:VISA-171; 10-15-1997)

The scanner (reader) is a delicate and expensive part of the MRV equipment. Posts are urged to follow carefully all cleaning and maintenance instructions furnished with the reader.

9 FAM 41.113 PN3.2 Maintenance of Printers

(TL:VISA-392; 04-11-1997)

Regular care and the cleaning and maintenance of the machine readable visa (MRV) printers are crucial to their proper functioning, particularly keeping the paper path, trays, and printer area workspace clean of adhesive, dust and debris. Such cleaning should be done on a daily basis for high volume posts (over 30 issuances per day). Weekly cleaning is adequate for posts with low volume issuances. Proper cleaning of the printers, including the feed rollers and internal paper path is the responsibility of each individual post, either through in-house servicing or post-funded outside servicing.

9 FAM 41.113 PN4 Care and Storage of Machine Readable Visa (MRV) Foils

(TL:VISA-472; 10-09-2002)

New MRV foils should be inspected immediately upon receipt for defects. Foils should be stored face down, with a flat sheet-sized paperweight placed on top to prevent curling. Foils should be stored in a secured area with normal temperature and humidity. Problems regarding the foils should be promptly addressed to CA/EX/GSD.

9 FAM 41.113 PN4.1 Defective Teslin Foils

(TL:VISA-185; 02-26-1999)

In the event a teslin foil becomes defective, assuming that the visa recipient did not precipitate the problem, a replacement MRV should be issued with no new application fee or interview required. The original expiration date of the defective visa should be displayed on the newly issued MRV, as this is simply a replacement of a defective product. Accountability must be made for replacement visa foils at end of day reconciliation.

9 FAM 41.113 PN4.2 Destruction of Machine Readable Visa(MRV) Foils

(TL:VISA-392; 04-11-1997)

a. Spoiled or invalid MRV foils should be destroyed at post whenever possible, ensuring that proper accountability records are maintained. Methods of destruction may include burning, or whatever means post uses for the destruction of classified material. Shredding is not recommended because the adhesive on the foils may cause the shredder to jam.

b. If post facilities do not permit proper destruction, foils should be returned to the Department of State (CA/EX/GSD, SA-13). The box(es) should be clearly marked “**BULK MATERIAL TO BE DESTROYED**”. Each defective foil should be placed back on its carrier sheet if possible. Foils must **not** be piled on top of each other on the carrier sheet. This inhibits the destruction process of the foils.

c. Post should notify CA/EX/GSD via cable of the shipment of foils for destruction, including the serial number of each foil being returned. The proper tag for communication to CA/EX/GSD is CMGT. The caption for the cable is “CA/EX/GSD - SA-13”. The text of the cable must also include the:

- (1) Pouch registry number(s); and
- (2) Number of box(es) being shipped.

9 FAM 41.113 PN5 Types of Nonimmigrant Visas (NIV) Fees

(TL:VISA-392; 04-11-2001)

a. There are two types of nonimmigrant visa (NIV) fees. The:

- (1) Application processing fee (also known as the machine readable visa (MRV) fee); and
- (2) Issuance fee (also known as the reciprocity fee).

b. The application processing fee is not reciprocal and must be paid by all applicants regardless of the type of passport held, except as noted in 9 FAM 41.26 N1.3, 9 FAM 41.21 PN11 and 9 FAM 41.21 PN5.2 of this section. Applicants refused under INA 221(g) who re-apply within one year of that refusal, and those who receive a replacement MRV due to a defective foil, are exempt from paying an additional MRV fee.

9 FAM 41.113 PN5.1 Machine Readable Visa (MRV) Application Fee

(TL:VISA-472; 10-09-2002)

a. For the current non-refundable application processing fee for a MRV, see 22 *CFR* 22.1. The method for collecting the fee varies from post to post, and is to be paid separately from the visa reciprocity fee. [For the visa reciprocity fee, see the specific country concerned in 9 FAM Appendix C.]

b. For B-1/B-2 and C-1/D visas, or both, only one MRV fee is charged. For any other multiple visa combinations requiring two or more MRV foils for one applicant, two or more MRV fees are collected, as appropriate. For example B-2 and F-1.

9 FAM 41.113 PN5.2 Exceptions to (Machine Readable Visa (MRV) Processing Fee

(TL:VISA-472; 10-09-2002)

The following categories of visas are exempt from the machine readable visa (MRV) application-processing fee (see 9 FAM 41.107 N5 for waiver of visa issuance fees):

- (1) “A”;
- (2) “G”;
- (3) NATO;
- (4) C-2 and C-3; and
- (5) “J” visas which are sponsored and funded by the Department or USAID.

9 FAM 41.113 PN6 Academic (“F”) and Nonacademic (“M”) Student Visas

9 FAM 41.113 PN6.1 Applicant in Possession of Several Form I-20’s, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-for Academic and Language Students

(TL:VISA-348 01-15-2002)

If an applicant presents more than one Form I-20 for different institutions, post shall insert in the annotation section on the “F” or “M” visa, the name of the school where the applicant will first attend.

9 FAM 41.113 PN6.2 School Not Yet Selected

(TL:VISA-472; 10-09-2002)

If an applicant is undecided about which school he or she will attend [see 9 FAM 41.61 N9.2], posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
SCHOOL NOT YET SELECTED.**

9 FAM 41.113 PN6.3 Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students, Not Yet Received

(TL:VISA-472; 10-09-2002)

If an applicant has been accepted by a school and must depart for the United States prior to his or her receiving the Form I-20, (see 9 FAM 41.61 N9.3). Posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
SUPPORTING DOCUMENTS TO BE PRESENTED AT POE**

9 FAM 41.113 PN6.4 Admission for School Entrance Examination or Interview

(TL:VISA-171; 10-15-1997)

If a prospective student is entering the United States for an admission interview or entrance examination [see 9 FAM 41.61 N9.4], posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
ADMISSION INTERVIEW
or
PROSPECTIVE STUDENT
SCHOOL ENTRANCE EXAMINATION**

9 FAM 41.113 PN6.4-1 Tourists Engaging in Short Study Course

(TL:VISA-348; 01-15-2002)

a. For applicants coming primarily for tourism, who, during their visit will incidentally engage in a short course of study, posts shall annotate the visa to read:

**STUDY INCIDENTAL TO VISIT Form
I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status for
Academic and Language Students NOT REQUIRED.**

b. Posts shall limit the number of entries to those required for participation in the specific tour-study program. (See 9 FAM 41.31 N10.6.)

9 FAM 41.113 PN7 “J” Visa-Exchange Visitor

9 FAM 41.113 PN7.1 Inserting Program Number on Visa

(TL:VISA-171; 10-15-1997)

a. “J” visas shall reflect the number of the exchange visitor program in which the principal applicant will participate. For example:

G-1-4000

b. The program number shall be placed in the annotation field of the machine readable visa (MRV). [See 9 FAM 41.62 N2.]

9 FAM 41.113 PN7.2 Noting Visas of AID Grantees

(TL:VISA-171; 10-15-1997)

In every visa issued under AID Program G-2-0263, including the visas of family members of the principal applicant, posts shall place the following notation in the annotation field of the MRV:

**SPONSORED BY AGENCY FOR INTERNATIONAL DEVELOPMENT
(AID),**

DEPARTMENT OF STATE

9 FAM 41.113 PN7.3 Notation Regarding Foreign Residence Requirement

(TL:VISA-171; 10-15-1997)

a. Posts shall place the following notation on each “J” visa issued:

**BEARER IS/IS NOT SUBJECT TO SECTION 212(e).
TWO YEAR RULE (DOES/DOES NOT) APPLY (Name of country)**

b. Use appropriate verb form (is/is not - does/does not). After the word ‘apply’, posts shall annotate the name of the country that would satisfy the 2-year residence and physical presence requirement if applicable.

9 FAM 41.113 PN8 Visas Requiring Petitions

(TL:VISA-171; 10-15-1997)

a. In visas where a petition is required, posts shall enter the following in the petition screen:

- (1) Petitioner’s name;
- (2) Approved petition number;
- (3) Visa classification; and
- (4) Expiration date of the petition.

b. The name of the principal applicant should appear in the annotation field on the visa of each family member who is deriving status from the principal. For example:

**P.A.: JOHN DOE
PET. NAME: HEALTHY LIFE, INC. PET. NO. LIN9517750446
PET. EXP. DATE: 04 MAY 1996**

c. If limiting the validity of an H, L, O, P, or Q visa to less than the period of validity in the petition or authorized extension of stay, posts shall also enter the following in the annotation field:

(PETITION VALID/STAY AUTHORIZED) (as applicable)
TO: DATE.

(See 9 FAM 41.53 N8.3; 9 FAM 41.54 N21.2; 9 FAM 41.55 N13.5; 9 FAM 41.56 N15.5 and 9 FAM 41.57 N10.5.)

9 FAM 41.113 PN9 Ground of Ineligibility Overcome

(TL:VISA-277; 05-10-2001)

a. When issuing a visa to an applicant who has overcome a refusal or quasi-refusal under an INA 212(a) ground of ineligibility, posts shall enter the following notation in the annotation field:

CLASS (code for specific ground of refusal) OVERCOME.

b. Post shall make the notation even if the post has requested a deletion from CLASS or the Department has notified the post that it will make a CLASS deletion. [See 9 FAM 41.121 Procedural Notes and 9 FAM Appendix D, Automated Visa Systems.]

9 FAM 41.113 PN10 Waiver of Ground of Exclusion

**9 FAM 41.113 PN10.1 Notation in INA 212(d)(3)(A) Waiver Cases
INA 212(d)(3)(A)**

(TL:VISA-624; 05-10-2004)

a. When a ground of exclusion is waived under INA 212(d)(3)(A), posts shall enter the notation “212(d)(3)(A)” in the annotation field followed by the number of the paragraph of INA 212(a) that has been waived. The duration of stay authorized, the port of entry (if applicable), and an indication of the purpose of the visit should also be annotated. For example:

**212(D)(3)(A): (6)(C) 4 WEEKS-N.Y., N.Y.
CONFERENCE: HAPPY MOTORING COMPANY**

b. If *Department of Homeland Security (DHS)* grants a waiver for multiple entries, a notation of the initial port of entry is sufficient, if specified in the waiver order.

9 FAM 41.113 PN10.2 Permission Required by *Department of Homeland Security (DHS)* Washington District Office for Itinerary Changes or Extension of Stay

(TL:VISA-624; 05-10-2004)

If *DHS* or the Department notifies the post that permission of the Washington District Office is required for any change in itinerary or extension of stay, posts shall insert the abbreviation “WAS” in the annotation field on the machine readable visa (MRV) regarding the INA 212(d)(3)(A) authorization. For example:

**212(3)(A):(9)(6)(C) WAS-4 MONTHS NEW YORK, N.Y.
CONFERENCE HAPPY MOTORING COMPANY**

9 FAM 41.113 PN10.3 Number of Entries and/or Period of Validity Authorized by Waiver Exceeds Reciprocity

(TL:VISA-624; 05-10-2004)

If *DHS* grants a waiver for more entries or a longer period than the appropriate visa reciprocity schedule specifies, posts shall issue the visa only for the number of entries and validity period listed in the reciprocity schedule. (For visa reciprocity schedule, see 9 FAM Appendix C for country concerned.) Posts may issue subsequent visas in such cases until the waiver period has expired.

9 FAM 41.113 PN10.4 Alien Previously Deported or Removed

(TL:VISA-624; 05-10-2004)

If *DHS* has granted consent to reapply for admission after the exclusion or deportation of an alien, post shall insert the following notations in the annotation field:

INA 212(a)(9)(A) or INA 212(a)(9)(B)

as applicable, and

PERMISSION TO REAPPLY FOR ADMISSION GRANTED.

9 FAM 41.113 PN11 Purpose and Duration of Stay When Validity is Limited

(TL:VISA-624; 05-10-2004)

a. When the validity of a visa is limited, the consular officer shall annotate the visa indicating the applicant’s purpose of travel and period of intended stay in the United States. For example:

VISIT UNCLE IN SAN FRANCISCO - 3 WEEKS

b. A visa may be annotated in any case in which the consular officer determines that the applicant is a nonimmigrant only for the purpose of the particular visit for which the visa is issued, and is limiting the visa validity in accordance with the guidelines in 9 FAM 41.112 N5.1. Such notations will materially assist *Department of Homeland Security (DHS)* inspectors at ports of entry as well as at the domestic offices of DHS and are encouraged. However, negative notations, such as:

“NO ADJUSTMENT OF STATUS or EXTENSION OF STAY RECOMMENDED”

which questions the visa recipient’s veracity and/or tend to tell *DHS* what to do or what not to do in a given case, are **not** authorized.

9 FAM 41.113 PN11.1 Peace Corps

(TL:VISA-171; 10-15-1997)

Posts shall insert the designation “PEACE CORPS” in the annotation field of the machine readable visa (MRV) issued to an applicant who is proceeding to the United States under the Peace Corps Act (75 Stat. 612).

9 FAM 41.113 PN11.2 A and G Individuals Coming to the United States for Less than 90 Days

(TL:VISA-171; 10-15-1997)

The symbol “(TDY)” shall be placed in the MRV annotation field of any individual in A or G status coming to the United States for a temporary assignment of less than 90 days. The place of his or her employment should be annotated. For example:

**JOHN DOE, CONSULATE GENERAL OF Z
SAN FRANCISCO, CA. (TDY)**

9 FAM 41.113 PN11.3 Maintenance of Status and Departure Bond

(TL:VISA-624; 05-10-2004)

In cases where a maintenance of status and departure bond has been posted, [see 9 FAM 41.11 N8] the following shall be placed in the annotation field of the MRV:

**INA 221(g) BOND, A-(NUMBER ASSIGNED BY *Department of Homeland Security (DHS)*
(LOCATION OF *Department of Homeland Security (DHS)* OFFICE
ACCEPTING BOND)**

9 FAM 41.113 PN12 INA 222(g) Exemption

(TL:VISA-392; 04-11-2002)

Nonimmigrant visas issued to aliens exempted from INA 222(g) should be annotated:

“INA Section 222(g) overcome under extraordinary circumstances”.

9 FAM 41.113 PN12.1 Nationals of Certain Countries Restricted to Designated Ports of Entry

(TL:VISA-472; 10-09-2002)

If a visa recipient is restricted to a designated port or ports of entry and/or exit, the port(s) should be reflected in the 88-character field under the “Annotation section” on the MRV. If there is insufficient space to list the number of ports, the visa should be annotated to reflect the page that lists the ports of entry and/or exit. (For port(s) of entry and/or exit, see country concerned in 9 FAM, Appendix C.)

9 FAM 41.113 PN13 VISA MANTIS Clearances

(TL:VISA-277; 05-10-2001)

For clearances regarding VISAS EAGLE MANTIS or VISAS DONKEY MANTIS, see 9 FAM Appendix C.

9 FAM 41.113 PN14 B-1 Visas for Employees of Foreign Airlines

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to an employee of a foreign airline who is precluded from E-1 classification pursuant to 9 FAM 41.31 N7.2, posts shall place the following notation in the annotation field of the MRV:

EMPLOYEE OF (Name of Airline)

9 FAM 41.113 PN14.1 B-1 Visas For Domestic Employees

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to a domestic employee of a nonimmigrant alien or of a U.S. citizen pursuant to 9 FAM 41.31 N6.3, posts shall place the following notation in the annotation field of the MRV:

**PERSONAL OR DOMESTIC EMPLOYEE OF NONIMMIGRANT
APPLICANT (EMPLOYER’S NAME)**

/or/

**PERSONAL OR DOMESTIC EMPLOYEE OF U.S. CITIZEN
(EMPLOYER’S NAME)**

9 FAM 41.113 PN14.2 B-1 Visas for Visiting Ministers Engaged in Evangelical Tour

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to a minister proceeding to the United States to engage in an evangelical tour who does not plan to take an appointment with any one church, and who will be supported by offerings contributed at each evangelical meeting pursuant to 9 FAM 41.31 N6.1, posts shall place the following notation in the annotation field of the MRV:

MINISTER OF RELIGION ON EVANGELICAL TOUR

9 FAM 41.113 PN15 Annotating Visas for Medical Reasons

9 FAM 41.113 PN15.1 For All Nonimmigrant Visas (Other Than V)

(TL:VISA-396; 04-16-2002)

In the following cases, the nonimmigrant visa should be annotated as indicated when the medical examination discloses a:

(1) Class A tubercular or other condition and a INA 212(d)(3)(A) waiver has been granted;

“MED: Class A: 212(d)(3)(A)”

/or/

(2) Class B tubercular conditions or Class B leprosy, non-infectious, the visa should be annotated:

“MED: Class B”

9 FAM 41.113 PN15.2 For Nonimmigrant V Tubercular Cases Visas

(TL:VISA-396; 04-16-2002)

In the following cases, the nonimmigrant visa should be annotated as indicated when the medical examination discloses a:

(1) Class A tubercular or other condition and a INA 212(d)(3)(A) waiver has been granted

“MED: Class A: DD-MM-YY (date of visa issuance)

212(d)(3)(A): (a)(1)(A)(i)

_____ (port of entry)”

(2) Class B tubercular conditions (but not for any other Class B conditions):

“MED: Class B (TB): DD-MM-YY (date of visa issuance)”

9 FAM 41.113 PN16 Machine Readable Visa (MRV) Breakdown

(TL:VISA-171; 10-15-1997)

If a breakdown occurs in the machine readable visa (MRV) system where a post cannot get its primary or any available back-up MRV systems to operate, it is preferable to cease issuing visas until one of the systems can be brought back on line. The Consular Affairs support desk should be contacted immediately at 202-663-1177. The support desk provides assistance from 1900 hours Sunday until 2100 hours Friday, Washington time, to posts experiencing MRV and other automation-related problems. The contractor maintains spare parts and equipment that can normally be shipped anywhere within 48 hours.

9 FAM 41.113 PN16.1 Emergency Travel During Machine Readable Visa (MRV) Breakdown

(TL:VISA-171; 10-15-1997)

In the event where a true emergency exists at a time when the MRV system is experiencing a breakdown, the use of the Visa Waiver Provisions in 9 FAM 41.3 to facilitate travel would be appropriate.

9 FAM 41.113 PN17 Burroughs Visas/Machines

9 FAM 41.113 PN17.1 Termination of Burroughs Visas

(TL:VISA-177; 04-30-1998)

Posts are to terminate the use of Burroughs machines for any nonimmigrant visa (NIV)-related purposes, including back-up visa issuance, and should dispose of this equipment as soon as possible.

9 FAM 41.113 PN17.2 Disposition of Burroughs Equipment

(TL:VISA-171; 10-15-1997)

All visa plates, signatures, post sliders, and other inserts are to be returned to CA/EX/GSD. After removing ribbons, Burroughs machines, which are not required for putting legends on immigrant visas and U.S. passports, must be destroyed in accordance with the guidance contained in 6 FAM 227.3-6, Abandonment or Destruction. Ribbons should be destroyed at post. Questions on the implementation of these procedures should be directed to CA/VO/F/S.

9 FAM 41.113 PN18 Spot Check of Visa Issuances

(TL:VISA-430; 06-26-2002)

a. The nonimmigrant visas (NIV) chief, the visa chief, or the consular section chief must spot check approved nonimmigrant visa applications. The purpose of such spot checks is to maintain the highest professional standards of adjudication and to ensure uniform and correct application of the law and regulations. It is the consular section chief's responsibility to determine the frequency and number of spot checks. (See 9 FAM Appendix G 101.6(c) for spot checks related to visa lookout accountability.)

b. In posts where the consular section chief is the sole consular officer or where the consular section chief otherwise issues a significant percentage of the nonimmigrant visas at the post, the backup consular officer must perform the spot check of the consular section chief's issuances. In such posts, the backup consular officer shall determine the frequency and number of spot checks of the consular section chief's issuances. The consular section chief shall determine the frequency and number of spot checks of his or her subordinates' issuances.