

9 FAM 41.106 Procedural Notes

(TL:VISA-387; 04-09-2002)

9 FAM 41.106 PN1 Processing of Applications Submitted Pursuant to 22 CFR 41.102(a)(4) through (7)

9 FAM 41.106 PN1.1 Applications Received by Mail or Messenger Processed on Day of Receipt

(TL:VISA-2; 08-30-1987)

a. Applications received by mail or by messenger should be acted on immediately upon receipt. All processing, including file and visa lookout system checks, a review by the issuing officer, and issuance of the visa should be geared to completing action on routine applications on the day of receipt.

b. Consular officers should expedite the issuance of new visas to holders of valid visas who have obtained new passports, or, whose visas have recently expired. Some large posts have a special window for repeat walk-in visa applicants. At other posts where consular officers interview nearly all applicants, priority is to be given to persons renewing visas.

9 FAM 41.106 PN1.2 Return of Applicant's Passport and Supporting Documents

(TL:VISA-387; 04-09-1999)

There is no requirement that posts charge for postage when passports are returned by mail. Passports delivered by travel agents or messengers should be returned to the applicants. The originals of any additional supporting documents submitted by an applicant should be returned with the passport. The post may retain duplicate copies of the documents. The post will judge whether the local postal system is safe for the return of passports. [See 22 CFR 41.113(h) regarding disposition of documents.]

9 FAM 41.106 PN2 Cases in Which Applicant Is Found Ineligible

(TL:VISA-347; 01-15-2002)

If the consular officer, upon examination of Form DS-156, *Nonimmigrant Visa Application* reaches the conclusion that the applicant does not qualify as a nonimmigrant or is otherwise ineligible to receive a visa, the applicant should be so informed by mail. If a refusal is based on a ground of ineligibility that the consular officer believes the alien might overcome, the alien should be advised of the steps to take to obtain a review of the case. The passport and any documents not relevant to the refusal are to be returned to the applicant. [For handling of refusal cases, see 9 FAM 41.121 Procedural Notes .]

9 FAM 41.106 PN3 Visa Lookout Accountability (VLA)

(TL:VISA-327; 10-17-2001)

Visa Lookout Accountability (VLA) is a permanent on-going requirement with which all visa issuing officers must comply. Officers must properly resolve valid hits before visa issuance. [See 9 FAM Appendix G 101(a), Clearances].