

# Information, Instruction & IMPORTANT Note on DS-230 (Biographic-Data)

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## Information on Ds-230 I & II

- a. The Ss-230 contains background information specific for the immigrant Visa
- b. Each family member that is eligible to travel to the United States is required to complete the Ds-230 Parts I & II

## Instructions on How to fill up DS-230

1. All forms must be signed. If the candidate has child(ren) under the age of 12 it should be signed by the parent with a note ( under or by the side ) stating the relationship (i.e. mother/ father)
2. Item 2. If you use name(s) other than item 1. Please write it down.
3. Item 3. write your name in your native alphabet ( if applicable )
4. Item 4 In writing your birth date use this format Month first followed by the date and then year ( MM/DD/YY)
5. Item 10. Write of type “ **Yet to be Determined**”
6. Item 11 Write of type “**HCA/ All About Staffing Inc., 1000 Swagrass, corp. Park way. 6<sup>th</sup> Floor, sunrise, Florida 33323, USA**”
7. Item 12 this refers to your present work.
8. Item 13. Use your residence address.
9. Item 14 Residence address of spouse (if different from your Own). If spouse is working in another city or abroad, the spouse should use his/her current address.
10. Item 16 & 18. Use the same format in instruction # 4 (MM/DD/YY) of birth date write “N/A” under given year of Death, If father /mother are still alive. If deceased write the year of the death.
11. Item 19. Write the name and other information needed for you children.
12. Item 20. Make sure that you will not leave a gap of the month and year in all places you stayed for at least 6 months since reaching the age of 16 years.

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13. Item 21(a) Write the name of all dependents mentioned in the items 14& 19 that will accompany you to the U.S.A.
14. Item 21(b) Write the name of all dependents that will follow you in a late date to the U.S.A.
15. Item 24. Check “No: unless you have served in the military.
16. Item 25. If No visit to the U.S.A. Write “NEVER”  
If YES, List down the dates (MM/YYYY), Location/Place of stay in the U.S.A. and the Type of visa used ‘A refers to the alien number if applicable and known
17. Signature of Applicant. Affix your signature here. For minor dependent(s) refer to instruction #1.
18. Item 29. Write or type “**HCA/ All About Staffing Inc., 1000 Swagrass, corp. Park way. 6<sup>th</sup> Floor, sunrise, Florida 33323, USA**
19. Send back all forms together to all about staffing India Office.

### Important Note:

- a. Please Note if you have not submitted yours and your family birth certificate and marriage certificate copy, if you are married, please send these along with the form.
- b. Please make sure you have CERTIFIED birth and marriage certificates. You can get these certificates attested from a notary public advocate of from grade I or grade II Government officials.
- c. If candidate chose to pay only 1 IV bill the NVC will assume the dependants will join AT A LATER TIME. This is very important. The candidate must specify on the Ds-230 part-1 (On Section 21 B) the dependant’s names. If all IV fee bills have not been paid and the candidate submits a form with names in section 21 a. the case will be SIGNEFICANTLY delayed.
- d. The Ds-230 parts I and II must be complete. If a question does not apply then it must be marked with as N/A.
- e. Please do not send a copy of the SA-230 Part-II (Page 3<sup>rd</sup> & 4<sup>th</sup>) to AAS India Office. You need to fill only part-I (Page 1<sup>st</sup> & 2<sup>nd</sup>), so please keep this form safe with you till then.
- f. Ignore this message if you have already done this.

### For more please contact us @

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