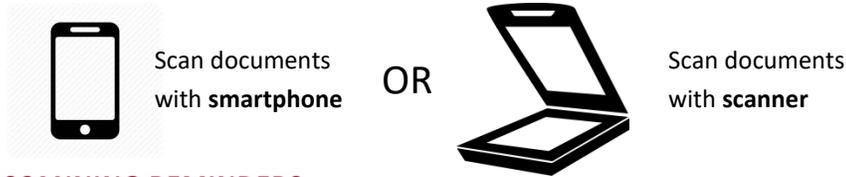


## STEP 1: SCAN



### SCANNING REMINDERS

- ✓ Scan the required documents in **PDF format ONLY** (please do not use passwords)
- ✓ Each scanned document should **not exceed 2MB** (resize the document/s if necessary)
- ✓ If you are scanning multi-page documents (for example, Affidavit of Support forms), please ensure they are saved as **one PDF file**. Individual pages will be rejected.
- ✓ If the original document is in color, please save your scan **in color**.

## STEP 2: LOG-IN TO THE CEAC

<https://ceac.state.gov/IV/>

### LOG-IN TO THE CEAC USING YOUR:

- ✓ NVC Case Number (**KIN** \_\_\_\_\_ or **BRZ** \_\_\_\_\_)
- ✓ Invoice ID Number

## STEP 3: UPLOAD

For **CIVIL DOCUMENTS** (i.e. Birth Certificate, Marriage Certificate, Police Certificate, Adoption Act)

- ✓ Once logged in to CEAC, click **DOCUMENTS**. After seeing available options, select **CIVIL DOCUMENTS**.



- ✓ Click the **ADD A DOCUMENT** icon and upload your scanned civil documents as PDFs.

Your country of origin and/or the U.S Embassy or Consulate you are visiting may require that you upload additional documents for review. You will be able to find country specific documents in the "Where to obtain documents" link. If additional documents are required, please upload them by clicking the "Add a Document" link below.

**Add A Document**

For **FINANCIAL DOCUMENTS** (i.e. I-864, I-864A, I-864EZ, IRS Tax Return Transcript, proof of legal status in US)

- ✓ Once logged in to CEAC, click **DOCUMENTS**, then select **AFFIDAVIT OF SUPPORT & FINANCIAL EVIDENCE**.



- ✓ To add any I-864 series form, click the **ADD A DOCUMENT** icon under "Required AOS Documents for...."  

- ✓ To add the IRS tax return transcript, click the **ADD A DOCUMENT** icon under "Additional AOS Supporting Documentation for..."  

- ✓ If your joint sponsor and petitioner have been rejected, you may upload new joint sponsor documents under the name of your petitioner or original joint sponsor.
- ✓ Need an IRS Tax Return Transcript? Request it online: <https://www.irs.gov/individuals/get-transcript> Please note this is **not** the same as Form 1040.
- ✓ Are you a petitioner or joint sponsor who **filed taxes jointly**? You must also submit an I-864A, proof of legal status in the US, and the IRS tax return transcript for your spouse.