



EMBASSY OF THE
UNITED STATES OF AMERICA

Bangkok, Thailand

de nang Thanh

Request for Documents

NAME

DOB

File No.

IV 85456

Dear Sir/Madam:

Date: 8/23/85

Please send us the documents checked below in order to complete the files referred to above. Do not send us documents we have not checked.

BE SURE TO MARK ALL PAPERS WITH THE FILE NUMBERS (IV NUMBERS) WRITTEN ABOVE. ALSO, PLEASE KEEP US INFORMED OF ANY ADDRESS CHANGES, EITHER ON THE PART OF THE U.S. RELATIVE OR THE RELATIVES IN VIETNAM.

(1) One certified copy of the Vietnamese original and a sworn, exact translation of the birth certificate (giay khai sinh) of the relative in the United States, showing the names of his or her parents. (See Note B on page 3.) LE THI NGO C THUY

(2) One copy and sworn, exact translation of the original birth certificates (giay khai sinh) of each relative in Vietnam listed in your case/above/below/on attached file worksheet: (See Note B on page 3.)

(3) One copy and a sworn, exact translation of the original marriage certificate (giay hon thu) of each relative who is married/or the following relatives: (See Note B on page 3.)

If any of the relatives in Vietnam were previously married, we need evidence that the previous marriage was lawfully ended. For this we need one copy and a sworn, exact translation of the death certificate of the earlier spouse(s), or one copy and a sworn, exact translation of the divorce decree. (See Note B on page 3.)

(4) Copies of pre-1975 Vietnamese identity (ID) cards (the can cuoc) of the relative in the U.S. and of the relatives in Vietnam who were issued such ID cards, and copies of the post-1975 ID cards.

- ____ (5) **Photographs:** Photos of the relatives in Vietnam will help identify them when they are interviewed by UNHCR or by a U.S. official. (See Note D on page 4.)
- ____ (6) **Affidavit and Evidence of Support:** The relative in the U.S. must provide evidence that his relatives in Vietnam are not likely to become public charges in the U.S. We need a notarized Affidavit of Support from the person or group who will sponsor them. Please use the Form I-134 (rev. 9-30-80), available from any INS office for this purpose. Use a separate form for each relative you will be supporting. Also required is the financial evidence described in the instructions attached to the Form I-134. Sign it before a Notary Public. If the relative in the U.S. cannot provide an Affidavit of Support, other relative(s) or friend(s) must complete I-134's.
- ____ (7a) **File Worksheet.** Enclosed is a copy of the file worksheet for your case. Let us know if the names, dates of birth or addresses are not correct by returning the worksheet to us with any corrections.
- ____ (7b) Please return with your corrections the file worksheet which was sent to you earlier.
- ____ (8) Copy of the I-94 or I-551 (Green Card) of the relative in the United States, in order for our office to establish the immigration status of that person.
- ____ (9) An original, notarized Affidavit of Relationship listing the relatives for which you intend to apply.
- ____ (10) Send photocopies of papers which show that you/your relatives in Vietnam worked for the U.S. Government or a U.S. organization. (See Note C on page 3.)
- ____ (11) Send papers which show that you/your relatives in Vietnam worked closely with U.S. officials or U.S. programs while working for the Vietnamese Government or serving in the Vietnamese military. (See Note C on page 3.)
- ____ (12) Send papers which show that you/your relatives in Vietnam went to school or had training in the U.S. or in another country with U.S. help. (See Note C on page 3.)
- ____ (13) Send a copy of the re-education camp release certificate of _____
- ____ (14) Other: _____

NOTE A: WHAT YOU SEND US, WHAT YOUR RELATIVES SEND US

If there is an "X" beside Items 6, 8 or 9, the relative in the U.S. must send us the item requested.

If there is an "X" beside Items 1, 2, 3, 4, 5, 7, 10, 11, 12, or 13 either the relative in the U.S. or relatives in Vietnam can send us the items requested.

People in the United States can send papers by regular U.S. mail to:

American Embassy
ODP - Box 58
APO San Francisco 96346-0001

People in Vietnam can send papers by international mail to:

Orderly Departure Office
127 Panjabhum Bldg.
South Sathorn Road
Bangkok 10120, Thailand

NOTE B: CONCERNING DOCUMENTS AND PHOTOCOPIES

Vietnamese birth and marriage certificates and other documents are available from the local authorities in Vietnam. If the relatives in Vietnam do not have these certificates they should go to the authorities who keep the original records, and request new copies. We have received enough documents from there to indicate that nearly all pre-1975 civil registries were preserved.

If you have the Vietnamese documents in hand, please send us clear, certified photocopies. We need to see Vietnamese documents in the Vietnamese language.

In addition, the relative in the U.S. should send us translations of any documents that are not in English. Have the translator add a statement to the translation swearing that the translation is accurate and that he/she is competent in both languages. Have the translator go to a Notary Public and have the Notary witness his/her signature. (Relatives in Vietnam do not have to send us translations.)

Relatives in Vietnam may send documents directly to us in Bangkok. They should not send us originals--photocopies only.

NOTE C: DOCUMENTS TO SHOW EMPLOYMENT/TRAINING WITH THE U.S. OR VIETNAMESE GOVERNMENTS OR A U.S. ORGANIZATION

The papers requested in Items 10, 11, and 12 could be personnel actions, payroll slips, certificates, diplomas, ID cards, travel orders, or similar documents. Also send the names of American supervisors or advisors, or copies of any letters you may have received from them. If you/your relatives in Vietnam have been in re-education send a copy of the release certificate.

NOTE D: PHOTOGRAPHS

If the photos are irreplaceable and you do not want to lose them, you can have a photographic shop or studio make copies. Please do not send copies made on a Xerox or other photocopy machine; such copies are usually not good enough to use. Write the names and file numbers of your relatives on the back of each picture.

NOTE E: SUBSTITUTE DOCUMENTS

Generally, we must have certified copies of documents from local civil authorities in Vietnam, either pre- or post-1975 copies. In some cases, documents may not be readily available. In their absence we will consider other evidence of relationships. Such evidence could include old photographs; certificates from hospitals, schools, or doctors; marriage statements or religious records; other identification papers like old ID cards or old passports; police and residency papers; or family books or family registers. While we will examine this evidence and consider it in reaching our judgment on any case, you must realize it is, for our purposes, only secondary evidence at best.

If the relatives in Vietnam have this other evidence, they can send it directly to us. They should send copies only. They do not need to send translations.

Sincerely,

Orderly Departure Office
American Embassy
Bangkok