

9 FAM APPENDIX I, 300 NUMBERS AND PRIORITY DATES OF APPLICATIONS

*(CT:VISA-1302; 09-17-2009)
(Office of Origin: CA/VO/L/R)*

9 FAM APPENDIX I, 301 REPORT OF DOCUMENTARILY QUALIFIED IMMIGRANT VISA APPLICANTS

9 FAM Appendix I, 301.1 Method of Reporting

(CT:VISA-1074; 10-15-2008)

Each immigrant visa-issuing post shall report monthly the total number of applicants in immigrant categories subject to numerical limitation who have become documentarily qualified during that reporting period. (See 22 CFR 40.1(h) and 9 FAM Appendix I, 302.1.) Posts should submit Report 20 to the Department by electronic transmission. A sample Report 20 is shown as 9 FAM Appendix I, Exhibit V.

9 FAM Appendix I, 301.2 Negative Reports Required

(CT:VISA-1074; 10-15-2008)

If a post authorized to issue immigrant visas (IV) has no reportable applicants for a given month, post must send a cable or e-mail message so stating.

9 FAM Appendix I, 301.3 Timing

(CT:VISA-1074; 10-15-2008)

Posts must prepare and send Report 20 in time for the Department to receive it by the first of the following month.

9 FAM Appendix I, 301.4 Diversity (DV) Applicants

(CT:VISA-1074; 10-15-2008)

The monthly reports of documentarily qualified DV applicants are prepared and submitted to the Department by the Kentucky Consular Center (KCC). Posts must not include DV applicants on their Report 20. Any additional DV numbers needed by a post should be requested by a VISAS FROG message.

9 FAM APPENDIX I, 302 PREPARATION OF THE "DOCUMENTARILY QUALIFIED" REPORT

9 FAM Appendix I, 302.1 "Documentarily Qualified" Defined

(CT:VISA-1302; 09-17-2009)

"Documentarily qualified" means that the alien has returned Form DS-2001, Notification of Applicant Readiness, indicating that all the required documents *have been obtained* (or has otherwise so informed the post), and that the post has completed its clearance procedures.

9 FAM Appendix I, 302.2 Preference Applicants to be Reported by Priority Date

(CT:VISA-1074; 10-15-2008)

All preference applicants must be reported by priority dates, irrespective of the status of the numerical limitations to which they are subject.

9 FAM Appendix I, 302.3 Foreign State and Post Symbols to be Used

(CT:VISA-1074; 10-15-2008)

The foreign state/dependent area alphabetical code must appear in lieu of the name of each chargeability area on the report. (See 9 FAM 42.12 Exhibits I and II for these codes.) The visa-issuing office symbol will automatically appear on the Report 20.

9 FAM Appendix I, 302.4 Relationship to Post's

Workload Capacity

(CT:VISA-1074; 10-15-2008)

The report must include all applicants who have become documentarily qualified in that monthly period by priority date, irrespective of the post's capability to process that number of cases. If the total exceeds the post's capacity to interview (and issue if appropriate), post must notify the Visa Office by cable or e-mail of its capacity for any month in which such a capacity limitation is applicable, together with the reason(s) for the limitation. (See 9 FAM Appendix I, 202.)

9 FAM Appendix I, 302.5 Duplicative Reporting to be Avoided

(CT:VISA-1074; 10-15-2008)

The Department records reported demand for which visa numbers are not immediately available (oversubscribed categories), or which is in excess of the post's stated capacity, for consideration for later allotments. The post should not repeat previously reported pending demand in subsequent reports.

9 FAM Appendix I, 302.6 Aliens Entitled to Two or More Classifications

(CT:VISA-1074; 10-15-2008)

If a documentarily qualified applicant is entitled to two or more classifications, post should report the applicant under the classification which will allow the most expeditious processing or report the applicant under both categories.

9 FAM APPENDIX I, 303 GROUPING OF PRIORITY DATES BY THE DEPARTMENT

(CT:VISA-1074; 10-15-2008)

When posts submit Report 20 in electronic form, the reported priority dates will be grouped in the Department under the first day of the month and every 7 days thereafter. The weekly periods always begin on the 1st, 8th, 15th, and 22nd of the month. The priority dates will be grouped under the reportable date at the beginning of the applicable week. For example,

priority dates from March 1 through March 7, 2007 will be grouped under 01MAR2007.

9 FAM APPENDIX I, 304 DELETION OF PRIORITY DATES

(CT:VISA-1074; 10-15-2008)

Reported demand which has been encompassed in an allotment of visa numbers is automatically removed from the Department's records. It is not necessary for the post to request that the Department delete such demand. However, if a previously reported applicant who has **not** been reached for an allocation dies or abandons intent to immigrate, then the priority date, chargeability, category, and number of applicants should be reported with a request to delete the case from the allocation waiting list.

9 FAM APPENDIX I, 305 RETURN OF UNUSED NUMBERS

(CT:VISA-1074; 10-15-2008)

Posts must return promptly to the Department any visa allocations (both preference and DV) that have not been used during the authorized month. Preference and diversity numbers may be returned on the same Report 22. The Report 22 must be dispatched no later than the fifth calendar day of each month. (See 9 FAM 42.51 PN3 regarding return of numbers used for issuance of visas that were not subsequently used for admission to the United States.)

9 FAM APPENDIX I, 306 ANNUAL REPORT OF IMMIGRANT VISA (IV) APPLICANTS SUBJECT TO NUMERICAL LIMITATION

(CT:VISA-1302; 09-17-2009)

The Annual Report of Immigrant Visa Applicants Subject to Numerical Limitation (Report 29 in the automated system) is no longer required unless specifically requested by the Department, in which case instructions will be provided.