

29 June 2004

TO: All Foreign Missions and International Organizations

FROM: Jane J. Tannenbaum, Division Chief

SUBJECT: New Electronic Visa Application Form DS-1648

My 14 April memorandum advised all addressees that an electronic version of the DS-1648 (A, G, and NATO visa application form) is available on the Bureau of Consular Affairs' website, <http://travel.state.gov>. I noted that addressees should accustom themselves to completing the form on-line.

Beginning Wednesday, 7 July, all foreign missions (including consulates and miscellaneous foreign government organizations) and international organizations must use the electronic version of the DS-1648. The old (non-electronic) DS-1648 will not be accepted. A handwritten or typewritten electronic DS-1648 will not be accepted.

We are a small office with a large workload and the electronic DS-1648 will allow us to process visa applications more quickly. The electronic DS-1648 contains the information we require for the US nonimmigrant visa computerized database and allows us to scan in required data rather than spending a great deal of time searching for information in a passport and manually data-entering information into the database. Use of the electronic DS-1648 will obviate incorrect information printed on the visa due to poor handwriting on the visa application or confusion on how dates should be given. (All dates on the electronic DS-1648 are in day-month-year format – dd-mmm-yyyy.) The electronic DS-1648 provides drop-down menus for several data fields.

When printed, the electronic DS-1648 prints two barcodes – a one dimensional barcode (lines) on the first page and a two dimensional barcode (random, abstract pattern) on a new second page. ***You must print both pages and staple them together.*** When submitting a family or group, ensure that you have stapled the pages together correctly.

How to access the electronic DS-1648

- Go to <http://travel.state.gov>
- Click on “Visas for Foreign Citizens to Come to the US” (lower right hand side of the page). This brings you to “Visa Services.”
- Click on “Go to Visa Application Forms” at the bottom of the page.
- Click on “DS-1648.” This brings you to “Electronic Visa Application Forms.”
- Click on “DS-1648” at the bottom of the page. You will see Internet browser requirements needed to access/print the electronic DS-1648.
- Complete the DS-1648 on-line. The form is case-sensitive – for example, if you type in lower case letters, the form will be printed in lower case letters.
- Click on “continue” when you finish entering the data.
- You’ll see the completed form on your computer screen. Print the form, *including the new second page which contains the two-dimensional barcode.*
- Staple or glue an acceptable, standard US nonimmigrant visa photograph directly in the designated space. ***Do not enclose a photo in a glassine or other envelope. Do not enclose a loose photo. Do not affix the photo with tape.***

Notes

- ***Please submit visa applications for all members of a family at the same time in one envelope. This makes for more efficient visa processing.***
- ***Passport data*** – ensure that the applicant has provided his/her ***current passport*** information.
- ***Name*** - applicants must provide their ***complete name as stated in the passport.*** Double surnames must be provided. Applicants with no surname/family name/last name should enter their given name(s) in the last name field and leave the first and middle name fields blank.

- *Place of birth* - if the applicant was born in Mexico, please provide the city; *for country of birth, please select the Mexican state* in which the applicant was born.
- *Date of birth* - if the applicant's day and month of birth are not stated in the passport, please leave these fields blank. The electronic DS-1648 will accept only a year of birth.
- Ensure that the applicant provides his/her current home address, home telephone number, and PID/name and PID of principal applicant (if applicable).

Thank you for your cooperation. Please do not hesitate to contact me at telephone 202-663-3211 with any questions.