

Supporting Documentation

If you are the first E-visa applicant from the treaty enterprise or if you are renewing your E-visa, you should e-mail the complete package of required information to our office at Consulbelize@state.gov.

We will only accept submissions in **PDF format** as a single attachment, and the package must be **no longer than 70 pages**. The attachment limit is 20MB. We do not accept zip files or online shared folders.

The following documents do not count towards the 70-page limit: Forms DS-160, DS-156E, G-28, appointment confirmation, civil documents, copy of passport bio-page, tabs/dividers.

Please review your submission before sending it to ensure that all documents have been scanned with sufficient resolution and are readable. **Submissions that do not meet the above requirements will be returned to the sender, and may result in a postponement of the interview.**

NOTE: In addition to the electronic submission, the applicant also **needs to bring a physical copy** of the entire package for the officer to review at the time of interview, and may also bring any additional documentation to support his or her visa application. The E-visa unit may contact the applicant and his/her legal representative prior to the interview date for additional information.

All submissions for new cases or renewals should be organized into tabbed sections comprising the following documents:

1. Confirmation of appointment.
2. [DS-160 Form](#) confirmation page for all applicants and dependents.
3. [Form DS-156E\(587KB PDF\)](#) signed by an officer legally empowered to act in the company's name.
4. If your photograph could not be uploaded to your online DS-160, one [2x2 passport-style photograph](#) for each applicant, taken on plain white background within the last six months.
5. A cover letter summarizing the requirements for an E-visa and how the applicant(s) fulfill(s) them. State exactly and precisely how the enterprise and applicant qualify. Please do not include lengthy citations from the Foreign Affairs Manual (FAM) or the Code of Federal Regulations (CFR).
6. Comprehensive Index/Table of Contents.
7. **For each dependent:** A copy of civil documents establishing the relationship between the principal applicant and any dependents (spouse or child under age 21). Acceptable documents include government-issued birth and marriage certificates, adoption papers, etc. At the interview, we will require the original civil documents. Notarized copies, religious documents, hospital records, and short form birth certificates that do not show parentage do not satisfy this requirement.
8. Supporting documentation as outlined in the Document Checklist below.

Supporting documentation must be bound with sections clearly delineated by dividers with tabs. If there are more than two documents under one of the numbered tabs, please subdivide the numbered sections into lettered subsections with tabs.

The following is a list of **suggested** documentation in the order in which it should be indexed. Additional documents may be requested, depending on the circumstances of the case.

I. E-1 and E-2 Proof of Nationality of Investor or Applicant

- Photocopy of passport biographical page

II. E-1 and E-2 Ownership Documents (either A, B or C):

A. Sole Proprietorship:

- Business registration documents

B. Partnership:

- Partnership or joint venture agreement
- Shares/stock certificates indicating total shares issued and outstanding shares

C. Corporation:

- Shares/stock certificates indicating distribution of ownership, i.e. shares held by each firm and shares held by individual owners
- Corporate matrix
- If publicly traded on the principal stock exchange of a treaty country, enclose a sample of recently published stock quotations

III. E-1 Trade

- Purchase orders
- Bills of lading
- Sales contracts/contracts for services
- Letters of credit
- Carrier inventories
- Trade brochures
- Insurance papers documenting commodities imported into the United States
- Accounts receivable and accounts payable ledgers
- Client lists
- Other documents showing international trade is substantial and that at least 51% of the trade is between U.S. and the treaty country. Documents should also show that trade supports an ongoing business entity in the treaty country.

IV. E-2 Investment

A. For an Existing Enterprise: (show purchase price)

- Tax valuation

- Market appraisal

B. For a New Enterprise: (show estimated start-up cost)

- Trade Association Statistics
- Chamber of Commerce Estimates
- Market Surveys

C. Source of Investment:

- Personal statement of net worth prepared by a certified accountant
- Transactions showing payment of sold property or business (proof of property ownership and promissory notes) and rental income (lease agreements)
- Voided investment certificates or internal bank vouchers and appropriate bank statement crediting proceeds
- Debit and credit advices for personal and/or business account withdrawals
- Audited financial statement
- Annual report of parent company
- Net worth statements from certified professional accountant

D. Evidence of Investment:

- Existing Enterprise:
- Escrow documents
- Signed purchase/sales agreement
- Closing and settlement papers
- Loan or mortgage documents
- Promissory notes
- Financial reports
- Tax returns
- Security agreements
- Assumption of lease agreement
- Business account statement for routine operations

V. E-2 Marginality

- For Existing Business
- U.S. corporate tax returns
- Latest audited financial statement or non-review statements
- Annual reports
- Payroll register
- W-2 and W-4 tax forms
- Canceled checks for salaries paid and/or corresponding payroll account

VI. E-2 Real & Operating Commercial Enterprise

- Occupational license
- Business License/business permits
- Sales tax receipt
- Utility/telephone bills

- Business transaction records
- Current/commercial account statements
- Letters of credit
- Invoices from suppliers
- Advertising leaflets
- Business brochures/promotional literature
- Newspaper clippings

VII. E-1 and E-2 Executive/Managerial/Supervisory/Essential Skills

- Letter from the E-visa enterprise providing specific information on the applicant and the reasons for his/her assignment to the United States. The letter should explain the employee's role in the E-visa company (job title and duties), the applicant's executive or supervisory responsibilities or, if not a supervisor, his/her specialist role, the level of education and knowledge required by the employee's position, his/her employment experience, progression of promotion or high-level training or special qualifications and the reasons why a U.S. citizen or legal permanent resident cannot fill the position (if the position is not managerial or supervisory).
- Letter from responsible official at the U.S. Company or office identifying the need for assigned employee.
- Organizational chart showing current staffing pattern at U.S. company
- Evidence of executive, supervisory or specialized knowledge, education, experience, skills or training, such as certificates, diplomas or transcripts

Supporting Documentation for Dependents

The procedures outlined here for dependent applications pertain only to qualifying family members who are applying **separately** from their respective principal applicant, and the principal applicant has been issued an E-visa by a U.S. Embassy or Consulate. In most cases, dependents are included when the principal applicant applies as a new case or renewal.

If you are applying as a dependent (spouse or child under age 21) of a current E-visa holder, you should **bring** the following documents to the Embassy on the day of the interview:

1. Confirmation of appointment;
2. **DS-160** confirmation page for all dependents;
3. Proof of legal relationship between the principal applicant and any dependents, e.g., original government-issued birth and/or marriage certificates, adoption papers, etc. Notarized copies, religious documents, hospital records, and short form birth certificates that do not show parentage do not satisfy this requirement;
4. One **2x2 passport-style photograph** for each applicant, taken on plain white background within the last six months (if your photograph could not be uploaded to your online DS-160);
5. A photocopy of the principal applicant's E-visa; and
6. Appropriate reciprocity fee, if required.

Please be aware that all applicants age 14 years and older as well as those under the age of 80 must appear for a personal interview.