

Dear Adoptive Parents and Adoption Service Providers:

On September 1, 2013 the State Department began a worldwide implementation of the DS-260/261 in lieu of the DS-230/3032. This is a necessary first step for the transition to Immigrant Visa Paperless Processing (IVPP).

Generally, all Beneficiaries submitting new cases that arrive at the National Visa Center (NVC) from U.S. Citizenship and Immigration Services (USCIS) on or after September 1 will be instructed to complete the DS-260/261 in lieu of the DS-230/3032.

The use of the DS-260 for the adopted children is already mandatory. As a result of this change, we are changing the process of adoption appointment scheduling, beginning immediately. Namely, we ask all adoptive parents going through the adoption process in Ukraine to email our Adoption Unit at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov) with the following information:

- Full names of both adoptive parents
- Child's/children's **new** (post adoption) name(s)
- Date of birth for each adopted child

We need this information to open the electronic visa cases for your adopted children and we will then email you back with the instructions on how to complete the DS-260 form with your specific case number. You can email this information to us as soon as you have it.

Below, you can find general step-by-step instructions on completion of a DS-260 form for your adopted child/children:

1. Please go to <https://ceac.state.gov/IV/Login.aspx>
2. Choose "Principal Applicant" or "Petitioner" in the first field
3. Enter your NVC/Embassy case number KEVXXXXXXXXXX in the second field
4. Insert your ID/Invoice number you have from NVC (if you cannot find it in your paperwork, please request it from NVC at: [NVCAdoptions@state.gov](mailto:NVCAdoptions@state.gov) or from us at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov)) (See Picture 1).
5. If you have adopted more than one child, or the form does not work with **your Invoice number**, please contact our Adoption Unit at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov) or call at: 044-521-5520; you may have a locally created case number, which we will provide to you. In that case, instead of invoice number, you will insert the child's DOB. (See Picture 2)
6. Complete the DS-260 with the child's information; you need to click "Sign and Submit" button and see the confirmation code with a barcode at the end of this process. Please see a sample of a confirmation page below (Picture 3).
7. Please email or call our Adoption Unit if you have any questions and after you submit your application so that we can review it for accurateness and completeness at: [kyivadoptions@state.gov](mailto:kyivadoptions@state.gov)

or call at: 044-521-5520. Please note that you can start completing the DS-260 as soon as you know the child's new name, date and place of birth and so on, but you cannot finalize it without the **child's passport information**. The Embassy personnel are not authorized to complete or make any changes to your form once it is electronically signed and submitted.

We encourage you to visit the following webpage for the DS-260 Immigrant Visa Electronic Application - Frequently Asked Questions (FAQs):

[http://travel.state.gov/visa/immigrants/info/info\\_5248.html#mandatory](http://travel.state.gov/visa/immigrants/info/info_5248.html#mandatory)

The DS-260 guidance from the Children's Issues/State Department's website is available here:

[http://adoption.state.gov/about\\_us/adoption\\_alert.php](http://adoption.state.gov/about_us/adoption_alert.php)

Sincerely,

Adoption Unit/Immigrant Visa Unit Consular Section U.S. Embassy 4 Igor Sikorsky Street

Kyiv, Ukraine Tel: 38-044-521-5460

Fax: 38-044-521-5132

Kyivadoptions@state.gov

<http://ukraine.usembassy.gov/adoption.html>

Picture 1: NVC- created case number, use ID/Invoice # you receive from NVC.

→ ↻ 🏠 <https://ceac.state.gov/IV/Login.aspx> Contact Us

U.S. DEPARTMENT of STATE  
CONSULAR ELECTRONIC APPLICATION CENTER

Immigrant Visa

### Sign In

Welcome to the Consular Electronic Application Center – Immigrant/Diversity Visa portal. To access your case, please enter your case number below.

Case Number

Enter the Invoice ID Number that the National Visa Center sent you

I am the

**Important: Before You Begin**

[Browser Requirements](#)

\*\*Please be patient. Download times may vary depending on your internet connection speed.\*\*

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.  
[Copyright Information](#) [Disclaimers](#)

(133)

Picture 2: Locally created case number, use child's DOB

← → ↻ 🏠 <https://ceac.state.gov/IV/Login.aspx> Contact Us



**U.S. DEPARTMENT of STATE**  
CONSULAR ELECTRONIC APPLICATION CENTER

### Immigrant Visa

## Sign In

Welcome to the Consular Electronic Application Center – Immigrant/Diversity Visa portal. To access your case, please enter your case number below.

Case Number

Enter the Principal Applicant's Date of Birth  
    
(Format: DD-MMM-YYYY)

I am the

**Important: Before You Begin**

[Browser Requirements](#)

\*\*Please be patient. Download times may vary depending on your internet connection speed.\*\*

 This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.  
[Copyright Information](#) [Disclaimers](#) (113)

Picture 3: DS-260 Confirmation page:

### Online Immigrant Visa and Alien Registration Application (DS-260)

## Immigrant Visa and Alien Registration Application Confirmation

### Thank You

Your Immigrant Visa and Alien Registration Application (DS-260) was sent to the National Visa Center (NVC) for review. Please allow up to 30 business days for the NVC to complete the review.

[Print Confirmation](#)  [Print Form DS-260](#)  [Email Confirmation](#) 

[Back To Review](#) [Back To Summary](#)

All applicants must:

1. Obtain and submit required supporting civil documents.
2. Obtain and submit photographs that meet the Department of State's visa requirements.
3. Review the information specific to U.S. Embassy/Consulate General where your visa interview will occur.

If you have not already collected and submitted the required documents to the National Visa Center then you should do so at this time. If the documentation you have submitted is either insufficient or incomplete you will be notified by the NVC. Your visa interview cannot be scheduled until your supporting documentation is complete and correct.

Note: During the interview with a consular officer, you will be required to sign your application by providing a biometric signature, i.e. your fingerprint. By providing this biometric signature, you are certifying under penalty of perjury that you have read and understood the questions in your immigrant visa application and that all statements that appear in your immigrant visa application have been made by you and are true and complete to the best of your knowledge and belief. Furthermore, at the time of your interview, you will be required to certify under penalty of perjury that all statements in your application and those made during your interview are true and complete to the best of your knowledge and belief.

[Click to review requirements](#)

[Requirements for Civil Documents](#) [Requirements for Photographs](#) [Embassy/Consulate General - Specific Information](#)

This confirms the submission of the Immigrant Visa and Alien Registration application for:

Name Provided:	<b>Smith, Baby</b>
Country/Region of Origin (Nationality):	<b>Ukraine</b>
Completed On:	<b>KEVXXXXXXXXX</b>
Case No:	
Confirmation No:	<b>AAXXXXXXX</b>

 **KEV XXXXXXXXXXXX**  **XXXXXZZZXXX**

**THIS IS NOT A VISA** Version 01.00.04

