

## Embassy of the United States of America

Visa Branch,  
5 Upper Grosvenor  
Street  
London W1A 2JB



Queens House  
14 Queen Street  
Belfast BT1 6EQ

We refer to your recent contact with this office in which you indicated that you have been arrested and/or convicted of a crime or crimes, or to your recent application for a visa, in which you answered "yes" to question 33 which refers to arrest(s) and/or conviction(s).

You are not eligible to travel to the United States visa-free under the Visa Waiver Program (VWP); you must obtain a visa. Before we can determine whether or not your conviction(s) will affect your eligibility for a visa, we will need particulars concerning yourself and full details of the conviction(s) recorded against you. Consequently, you should:

Follow the instructions in the visa application form, DS-156 and return it with all the necessary documents listed in its instruction sheet, together with;  
the completed personal data sheet on the reverse of this letter; and  
the official copies of your court record(s) covering all charges of which you have been convicted or which are presently pending against you.

**NB: The UK Rehabilitation of Offenders Act does not apply to U.S. visa law.**

Court records, usually called a "memorandum of conviction" (MOC) in Great Britain and Certificates of Conviction in Northern Ireland, **MUST BE OBTAINED BY YOU FROM THE CLERK OF THE COURT(S) IN WHICH YOU WERE TRIED.**

Such court records must show (a) *the nature of the offence(s) committed*, (b) *the section(s) of law contravened* and (c) *the actual penalty imposed*.

If you are not able to obtain the MOC or Certificate of Conviction from the court in which you were tried, you can still obtain your court record(s) from either a division of New Scotland Yard at the address below if convicted in Great Britain, or the individual Police Service of Northern Ireland station if convicted in Northern Ireland.

### **National Identification Service**

Subject Access Office  
Room 331  
New Scotland Yard  
Broadway  
London  
SW1 0BG  
Tel: 020-7230-2958  
Fax: 020-7230-3628

In the event that you are unable to obtain a memorandum of conviction, you **MUST** obtain a letter so stating from the Clerk of that Court.

Upon receipt of the above-named documents, we will try to render a prompt decision regarding your visa eligibility, however, it may be several months before a final decision can be made. **Please do not make any final travel arrangements until you have received a visa.** Thank you for your cooperation.

**PERSONAL DATA**

Please use BLOCK LETTERS and answer ALL questions, using additional pages if necessary.

**SURNAME:** \_\_\_\_\_

**FIRST NAMES:** \_\_\_\_\_

**ALIASES:** \_\_\_\_\_  
(i.e. Maiden Name, Previous Married Name, etc.)

**DATE OF BIRTH:** \_\_\_\_\_  
(Day/Month/Year)

**PLACE OF BIRTH:** \_\_\_\_\_  
(City, Country)

**PRESENT ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

If you have been arrested or summoned for, charged with, indicted for, or convicted of a crime or other offence, please give full details including date, place and nature of offence. Exclude only minor traffic offenses where no injury occurred.

DATE	COURT	OFFENCE	SENTENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If, as a result of any conviction, you served a prison sentence please enter:

a) **DURATION OF SENTENCE ACTUALLY SERVED:** \_\_\_\_\_

b) **PRISON(S) IN WHICH SENTENCE WAS SERVED:** \_\_\_\_\_

c) **DATE OF RELEASE FROM PRISON:** \_\_\_\_\_  
Day/Month/Year

d) **DATE OF RELEASE FROM PROBATION:** \_\_\_\_\_  
Day/Month/Year

e) **DATE PROBATION TERMINATED:** \_\_\_\_\_  
Day/Month/Year

6. If you have answered "yes" to question 38 on form DS-156 for a different reason, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT MY ANSWERS TO THE ABOVE ARE TRUE AND CORRECT:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_