

## VISA APPLICATION PROCEDURE – TREATY TRADER VISA (E-1)

Follow the nonimmigrant visa application procedure for Latvia described on the website [www.ustraveldocs.com](http://www.ustraveldocs.com).

We usually encourage the principal applicant to apply first. If it is determined that the investment and enterprise qualifies for E visa issuance purposes, dependents and essential employees may then submit their applications.

**Important notice for principal E-1 visa applicants!** When you have completed the DS-160 visa application, paid a visa application fee, and registered through the website [www.ustraveldocs.com](http://www.ustraveldocs.com) for scheduling your visa interview, you have two options:

1. Submit entire document packet to the Consular Section of the U.S. Embassy Riga by mail prior to scheduling your visa interview.

Mailing address: ASV vēstniecība, Samnera Velsa iela 1, Rīga, LV-1510, Latvia We will send you an email inviting you to schedule an interview after the document packet is reviewed (on average within 2-3 weeks from the date of receiving your documents),

OR

2. Submit entire document packet to the Consular Section of the U.S. Embassy Riga using [SIA Velokurjers e-services page](#) or contact SIA Velokurjers by e-mail at [velokurjers@velokurjers.lv](mailto:velokurjers@velokurjers.lv) or tel. +371 200 00041 to arrange your visa application delivery. The subject line of your e-mail should be - *U.S. visa application delivery request*.

SIA Velokurjers will provide guidance on payment options for the visa delivery service and send you an e-mail with your address label information. You will have to print this label and glue it on an envelope. You MUST bring this envelope with you for your visa interview and submit it to the Consular Section along with your passport.

We will send you an email inviting you to schedule an interview after the document packet is reviewed (on average within 2-3 weeks from the date of receiving your documents).

### DOCUMENT CHECKLIST FOR E-1 VISA APPLICANTS

(Prepared based on 9 FAM 402.9-11 *SUBMITTING AN APPLICATION FOR AN E-1 OR E-2 VISA* <https://fam.state.gov/FAM/09FAM/09FAM040209.html> )

- Documents must be submitted in a soft-back binder(s) with tabs dividing sections.
- The packet(s) should be a maximum of 5-6 cm thick or we will be unable to receive these packets at the interview windows.
- If you use plastic sheathes to protect documents, place only one (1) piece of paper inside each one; otherwise, you will significantly lengthen the time it takes us to examine your case.
- Do not include multiple copies of any document.

#### Tab A (Table of Contents)

Include a cover letter describing the enterprise and the beneficiary. This letter should address all the requirements for E-1 or E-2 visa eligibility. Requirements are described in depth in U.S. Department of State Foreign Affairs Manual 9 FAM 402.9-11

(<https://fam.state.gov/FAM/09FAM/09FAM040209.html>), and require the applicant to show:

- that the requisite treaty exists;

- that the individual and/or business possesses the nationality of the treaty country;
- that the activities constitute trade within the meaning of the Immigration and Nationality Act, section 101(a)(15)(E) - trade must constitute an exchange; trade must be international in scope; and trade must involve qualifying activities;
- that the trade is substantial;
- that the trade is principally between the United States and the treaty country;
- that the applicant, if an employee, is destined to an executive/supervisory position or possesses skills essential to the firm's operation in the United States;
- that the applicant intends to depart the United States when the E-1 status terminates.

#### **Tab B (Forms)**

- Confirmation Sheet of the forms DS-160 and DS-156E.
- Receipt showing your visa fee payment.
- If you will be represented in this matter by an attorney, you must submit form [G-28 "Notice of Entry of Appearance of Attorney as Representative"](#) and should include contact e-mail address and phone number for the attorney.
- If the applicant is not an investor but an employee, please include a job letter from the company. This letter should describe:
  - the business;
  - the job the applicant will do;
  - applicant's qualifications for that job.

#### **Tab C (Applicant Information)**

- A color photocopy of the bio data page of the principal applicant's passport and similar copies of any US visas, US entry/exit stamps, and I-94's.
- A copy of any changes or extensions of status granted by USCIS (Form I-797).
- A resume or curriculum vitae (CV) of the principal applicant.

#### **Tab D (Ownership. A, B, or C)**

##### A. Sole Proprietorship:

- Shares/stock certificates
- Shares register indicating total and outstanding shares issued
- Minutes of annual shareholders meeting(s)
- Other Evidence

##### B. Partnership:

- Partnership or Joint Venture Agreement(s)
- Shares/stock certificates indicating total shares issued and outstanding shares
- Other evidence

##### C. Corporation:

- Shares/stock certificates indicating distribution of ownership, i.e., shares held by each firm and shares held by individual owners corporate structure
- If publicly traded on the principal stock exchange of a treaty country, enclose a sample of recently published stock quotations
- Public announcement of corporate acquisition corporate chart showing head office and other subsidiary/branch locations in the U.S.
- Other evidence of ownership

#### **Tab E (Trade)**

- Provide a spreadsheet listing every qualifying transaction of international trade between the treaty countries during the last calendar year. If there is a U.S. entity with separate legal status (such as an incorporated company or a LLC), all figures should refer to its trade. Otherwise, consider the trade of the company in the treaty country. This table should include the date, the invoice number, and the dollar value of the transaction. Show in a prominent place the total number and value of these transactions.
- Provide copies of all the invoices summarized in the table.
- Provide copies of all air bills or shipping invoices proving that the goods or services moved from one country to the other.
- Calculate the percentage of international trade represented by the U.S.-treaty country trade documented above. This is not the percentage of total trade but the percentage of total international trade undertaken by the treaty investor business.
- Provide the most recent U.S. tax returns (for the U.S. entity) or annual report (for the entity in a treaty country). U.S. tax forms must be copies of the signed and dated forms actually submitted to the IRS.