

## YOUR WORKING CHECKLIST

# Consular civil documents: an issuer-and-request index

**How should civil documents be indexed for a consular process without assuming a generic checklist is complete?**

Index each civil document by the issuing authority, person, event and actual consular request. Keep a receiving institution's instructions separate from a general family organizer or provider's document package.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

## Your preparation checklist

- ☐ Index request source with its source and event date.
- ☐ Index civil issuer with its source and event date.
- ☐ Index event identity with its source and event date.
- ☐ Index language record with its source and event date.
- ☐ Mark missing or conflicting information without inventing an answer.
- ☐ Compare the finished index with current official instructions before relying on it.

## Notes and questions to follow up

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## Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

### Department of State: DS-260 frequently asked questions

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/online-immigrant-visa-forms/ds-260-faqs.html>

### U.S. Department of State: Immigrant visa process: petition and later institutions

<https://travel.state.gov/content/travel/en/us-visas/immigrate/the-immigrant-visa-process/step-1-submit-a-petition.html>

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### Source links (continued)

#### USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

#### Return to the complete guide

<https://immigrantinsider.com/checklists/consular-civil-document-index/>

#### General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.