

How To Apply for Chief of Mission (COM) Approval for the Special Immigrant Visa (SIV)
Program Embassy of the United States of America Baghdad, Iraq

If you wish to apply for Chief of Mission (COM) Approval for the SIV program, you are required to email the following information to IraqSIVapplication@state.gov. All information must be contained in **one email**. The subject line of the email must contain the principal applicant's name as it is written in the passport or translated jensiya and the date of birth using the following format DAY MONTH YEAR.

Do not include family member's information in the subject line. If a COM approval letter is issued, instructions will be provided on how to add a spouse and unmarried children under the age of twenty-one to your case. It is recommended that you continue to use the **same** email address for all correspondence throughout the process.

Please do not submit anything more than what is listed below unless we request you to do so. Specifically, do not submit photographs, certificates of appreciation, training certificates, resumes or academic transcripts. These documents have no bearing on your COM Approval application and will not be considered.

REQUIRED DOCUMENTATION:

1. Form DS-157: The form is available at <http://www.state.gov/documents/organization/79964.pdf>. It is important that you follow the instructions found at the following link when completing the **DS-157**. This form must be completed in full and include start and finish dates for all employment, academic and military history.

If you have served in the military for more than 18 months please send a copy of your military service record.

2. Verification of 12 months employment with the U.S. Government in Iraq: A letter from your employer's Human Resources (HR) Department confirming that you were employed by, or on behalf of, the United States Government in Iraq on or after March 20, 2003, for a period of not less than one year.

The letter must contain:

- Name;
- Date of birth;
- Job title;
- Job location;
- Start date;
- End date; and
- Reason for separation if no longer employed.

Note: If you were directly employed by the U.S. Government, a copy of the employment contract may be submitted for consideration.

3. Letter of Recommendation from the applicant's direct, American citizen supervisor:

The letter must be from a direct American citizen supervisor who knew you personally. It should cover the same period of employment covered by the HR employment verification. It must contain:

- Name of applicant;
- Date of birth;
- Badge number;
- Job title;
- Job location;
- Start date of supervision;
- End date of supervision;
- Supervisor's name, title, corporate or USG/military email address and phone number;

- Justification for recommending the applicant for COM approval, i.e. that the applicant provided faithful and valuable service to the United States Government, and faced threat as a result of the employment;
- That the recommender is the applicant's supervisor; and
- The supervisor's opinion on whether the applicant poses a threat to the national security or safety of the United States.

If the above recommendation is not possible to obtain from a U.S. citizen supervisor, please carefully review http://travel.state.gov/visa/immigrants/info/info_4172.html#3d for guidance.

4. Evidence of Iraqi nationality: A copy of the principal applicant's Iraqi passport. If no passport is available, submit a copy of the jensiya (al Bitaq al Shakhseya).

5. Biographic data for the principal applicant and spouse.

- First name:
- Father's name:
- Grandfather's name:
- Family name (Tribe):
- All other names/alias:
- Mother's name
- Nationality:
- Passport number:
- Date of birth:
- Place of birth:
- Gender:
- Marital status:
- Email address and phone number:
- Work location (base or city and province):
- Residence location (base or city and province):

6. Employee badges: If available, a scanned copy of the employee's most recent identification badge(s).

7. Statement of threats received as a consequence of the employment: A brief statement describing the threat you faced as a result of your employment on behalf of the U.S. Government in Iraq.

While this list specifies the documents required of all applicants, we may request additional information and documentation should questions arise during processing. Once an application has been submitted to IraqSIVApplication@state.gov, the applicant can expect a 6-8 week wait for a response.

If you have further questions about the SIV program, please first review the Frequently Asked Questions (FAQ's) at http://travel.state.gov/visa/immigrants/info/info_4172.html. If your question is not answered, you may write to the Iraq SIV program at IraqSIVApplication@state.gov.